



LIFE CLUB

Christian Growth • Leadership Training • Personal Development



Burundi



France



Ghana



India



Kenya



Malawi



New Zealand



Nigeria



South Africa



United Kingdom



Zambia



Zimbabwe

Building Life Values & Life Skills

'I am come that they might have **life**, and that they might have it more abundantly.'

John 10:10, KJV

GRACE COMMUNION INTERNATIONAL

This GCI International Life Club manual should be used by all Life Clubs, including on-line meetings. Parts of the programme are designed to be very flexible and can easily be adapted to accommodate all Life Clubs with their various parameters and circumstances. Other languages of the manual are available.

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Life Club Recommendations from some GCI Leaders

‘Because it encourages vital goals and purposes, I recommend Life Club without any hesitation.’

James Henderson is GCI Superintendent for Europe and oversees Life Clubs worldwide

‘Life Club is fun. It provides a base to make and develop long lasting friendships. Be ready to learn.’

Kalengule Kaoma is GCI Superintendent for Africa

‘Of all the activities in the Church over the years I have always rated Life Clubs as being the most valuable in terms of personal skills development. You will never regret the time you spend in Life Club.’

Francis Bergin, former Board Member and Secretary of WCG U.K.

‘Life Club is a valuable gift available to those congregations who wish to use it. So don’t miss it!’

Rod Matthews, former GCI Mission Director for Southern Asia and the South Pacific

‘The purpose of Life Club is not to complicate already busy lives, but for equipping and training for greater confidence and effectiveness, to help you tackle life’s challenges.’

Dennis Richards is the GCI New Zealand Pastoral Supervisor

‘Life Club invites you to develop your public speaking skills. It’s a venture well worth investing time in.’

Anthony Gachanja is GCI Director for Kenya, Uganda, Burundi, Tanzania and Rwanda

‘Life Club provides opportunities for everyone in Church to further develop his/her relationship with Christ. Public speaking can be daunting; however, it can be learned. Be a part of Life Club.’

Emmanuel Okai is GCI National Ministry Leader for Ghana and West Africa

‘Life Club skills will help to instil confidence and hope. My prayer is that our membership, both young and old, will avail themselves of the speaking adventures offered in Life Club.’

Joseph Mpofu, former GCI National Ministry Leader for Zimbabwe

‘Life Club will help men, women and young people to develop to their potential and thus serve the Church in different capacities. I therefore encourage you to participate in Life Club.’

Gardner Kunje is GCI Director for Malawi, Angola, Zimbabwe, Zambia and the Democratic Republic of the Congo

‘A member testified how Life Club had helped him overcome shyness and sharpened his communication skills. What a blessing! In one word, members find Life Club *exciting*.’

Essien George is GCI National Ministry Leader for Nigeria

‘In Life Club we learn to demonstrate biblical love more effectively. I heartedly encourage Life Club.’

Othieno William Wilberforce is GCI National Ministry Leader for Uganda

‘Life Club will help you very much. I can verify it’s most worthwhile and very beneficial from personal experience! It has helped me greatly in my Church and business life. So go for it!’

Frans Danenberg is National Director/Pastor of GCI in the Netherlands and in Flanders

‘Life Club helps members to develop their talents: Life Club provides opportunities for us to further develop our relationship with God.’

Dr Eugène Sibomana is the GCI Burundi Legal Representative

‘Life Club is fun; Life Club is valuable; Life Club is a gift to be treasured, long may they continue.’

David Silcox, former GCI UK National Ministry Leader

‘Life Club will help you in different aspects of your life, give you confidence and help you articulate clearly when you are called to give an answer for the hope you hold within.’

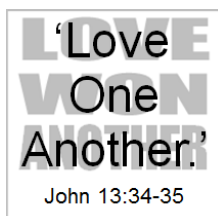
José Ribeiro, GCI Pastor in Portugal

‘Life Club helps members. I encourage children, young people, adults, seniors, men, women to join Life Club.’

Rigobert Rafiringason, GCI National Ministry Leader for Madagascar

‘Life Club has helped us to grow in **Love**, **Integrity**, **Faith** and having a worldview with **Eternity** in mind.’

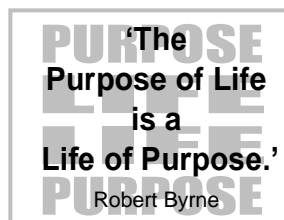
Joe D’Costa is retired Senior Pastor for three GCI congregations in South India



Foundational Purposes

The main foundational purposes of Life Club are to assist the Church in helping as many people as possible to:

- Come to Jesus Christ. 'Come, follow me' Mark 1:17, *NIV*.
- Grow spiritually in love towards God and neighbour. 'Love the Lord your God with all your heart and with all your soul and with all your mind.' 'Love your neighbour as yourself' Matthew 22:37, 39, *NIV*.
- Go to help make new disciples. 'Go and make disciples' Matthew 28:19, *NIV*.
- Become reliable and competent Church leaders and teachers. 'Pass on what you heard from me to reliable leaders who are competent to teach others' 2 Timothy 2:2, *The Message*.
- 'Worship God.' Revelation 22:9, *NIV*.



Foundational Goals

Life Club is founded on Christianity. Therefore, its goals are to encourage spiritual growth and Christian work. Other goals include encouraging: Achievements; Building confidence; Character and Personality Development; Competency; Education; Enjoyment; Friendship; Fellowship; Integrity; Leadership Training; Life Skills & Life Values Building; Love; Networking; Personal & Professional Development; Service and lastly Speech & Communication Training. Goals help map your life.



Paul writes that we should 'make it our *goal* to please him' 2 Corinthians 5:9, *NIV*. Paul also writes: 'I press on towards the *goal* to win the prize for which God has called me heavenwards in Christ Jesus' Philippians 3:14, *NIV*. These two goals of Paul can be our goals too.



Life Club

What is *life*? The definitive answer is: 'Life is in his Son' 1 John 5:11, *NIV*. How should we live our lives? The apostle John again gives us the definitive answer: 'Live a life of love' 2 John 1:6, *NCV*.



Dr Tkach came to the very first Life Club which was hosted by the Watford congregation, UK on the 25th October 2003.

The apostle Paul tells us to 'set an example' in 'speech' 1 Timothy 4:12, *NIV*. Life Club has grown out of a long tradition of Speech Clubs of various names in Grace

Communion International. These Clubs have helped tens of thousands of people in many ways including finding and keeping jobs. Life Club primarily focuses on public speaking. However, its benefits are far more than just helping you to communicate more effectively. It will help to improve your life skills and values as well as giving you many opportunities to benefit yourself and others. Because of the important benefits the Clubs have provided, many people who have taken part in them have been able to support the Church more. Life Club will help its members to come onto, and stay on, the 'path of life' Psalm 16:11 *NIV*. Life Club will continue to contribute to the work of the Church.

Life Club gets its name from John 14:6 where Jesus says: 'I am the way and the truth and the **life**', *NIV*. Jesus is the 'author of life' Acts 3:15, *NIV*. The words of Jesus are also life: 'The words I have spoken to you are spirit and they are life' John 6:63, *NIV*.

Your Club name is usually your congregation or location name followed by *Life Club*.

'Choose life.'

Deuteronomy 30:19, *NIV*

Please pray for the Management Team, Directors, members and guests, for each meeting and for all the speeches.

'The way to life – to God! – is vigorous and requires total attention' Matthew 7:14, *The Message*.

L I F E
O N A T
V E T H
E R N
I T Y
G R I
T Y

Introductory Meetings



If your congregation or group has not had a Life Club meeting before, then the Director may wish to lead the first two meetings himself/herself. If this is the case, it is suggested that:

In the first introductory meeting the Director will briefly explain the first half of the programme which comes before the break (if there is time for one).

The Director will begin with a prayer and then read a scripture and say why he has chosen it. Next, he/she will briefly talk about the goals and purposes of Life Club. The Director will then explain the roles of Director, Coordinator, Chairperson, Secretary, Treasurer and Topicsleader. The Director will explain the programme, illustrating the Business, Achievements and Networking sections by giving examples. He/She will explain Tabletopics and afterwards lead an actual Tabletopics session. The Director will explain what an icebreaker speech is and subsequently encourage as many people as would like to, to volunteer to give an icebreaker speech during the second meeting. To conclude the Director may choose to give a short, relevant and encouraging presentation.



In the second introductory meeting the Director will briefly explain the second half of the programme which comes after the break (if there is time for one). He/She will give a very brief overview of the 35 different speech types and then explain the role of the Toastmaster and Timer. The awarding of cups and graduation certificates should also be mentioned, as well as any other part of the manual the Director would like to highlight. The remaining time can be split among all those wishing to give their icebreaker speeches. Because they are first speeches, some speakers may prefer to give very short speeches (under a minute), which is fine. The Director will then ask for volunteers to give speeches for the next meeting as well as for three volunteers to be Chairperson, Topicsleader and Toastmaster. The Director may choose to conclude with a short, relevant and encouraging presentation.

The third meeting should follow the standard programme, unless the Director or Coordinator decides otherwise.

Invitation to Join

Life Club meetings are family friendly and have an open-door policy. All are very welcome to attend whatever their abilities. Older children are invited to come along with their parents and are welcome to give speeches, etc., with their parents' permission. Members are encouraged to invite guests with the approval of the Management Team.



Individual Benefits

Life Club benefits to individual members are many: better job prospects, Christian growth, deeper understanding, enjoyment, higher values, increased knowledge, leadership training, moral guidance, more confidence, more fellowship, personal development, social opportunities, stronger character and stronger relationships, etc. Over time you can also expect to have more and deeper friendships and some of your life skills to improve.



Church Benefits

Life Club can sometimes help to maintain or increase Church attendance by providing extra encouragement for members to come to Church, by attracting visitors and, over a period of time, by helping to establish new Church members. It can benefit service projects. It can also help strengthen relationships between Church members and strengthen links to other congregations. Meetings can help to increase and deepen fellowship and generally bring more *life* to a congregation.



It is very *important* to keep the standard of Church speaking and teaching high. Life Club can generally help to improve the standard of those who take an active speaking role in a congregation. It can also assist in helping to train new people to speak in Church services.

**'The leader should be like a servant.
Who is more important, the one
who sits at the table or the one who
serves? The one who sits at the
table, of course. But not here! For I
am among you as one who serves.'**

Luke 22:26-27, *NLT*

True Leadership is Servanthood

In its broadest sense leadership is a process whereby an individual directs, guides or influences the thoughts, feelings or behaviour of other people in a shared direction. Life Club encourages its members to develop leadership through service.

There are several leadership styles. Rare in today's world are leader servants. They are servants first.

**'Serve one
another in
love.'**

Galatians 5:13,
NIV

Their object is to make sure that other people's priority needs are being served. Leading servants have unchanging principles and values such as compassion, care, humility, listening, empathy, patience, sacrifice, nurturing, kindness, morality, generosity, respect, etc. They help people to develop and perform as highly as possible.



One definition of effective servant leadership (preferably called Christian leadership) is the process of helping a group embody in its corporate life the practices that shape vital Christian life, fellowship and mission in ways that are faithful to Jesus and the gospel and appropriate to the particular group's setting, resources and purpose.

The Bible teaches us that the essence and nature of true leadership is servanthood. The most profound insight comes from the life of Christ himself and Christ's clear teaching. The leadership of Jesus is the perfect model for servanthood. Our 'attitude should be the same as that of Christ Jesus: Who, being in very nature God, did not consider equality with God something to be grasped, but made himself nothing, taking the very nature of a servant' Philippians 2:5-7, *NIV*. Jesus exemplifies authority and power, but he also stoops down in love to wash the feet of his disciples (John 13). We can see this same example of power combined with servanthood in the role of parenting. In their relationship with children, parents have authority that includes right and power; good parents also love their children with a servant love and use their authority through this love. Good shepherding is another example.



Christian leadership is different from secular leadership. 'You know that the rulers in this world lord it over their people, and officials flaunt their authority over those under them. But among you it will be different. Whoever wants to be a leader among you must be your servant, and whoever wants to be first among you must become your slave. For even the Son of Man came not to be served but to serve others' Matthew 20:25-28, *NLT*.



Servanthood is the calling of every Christian. Christian leaders not only follow Christ's example in service, they also encourage others to follow Christ and serve as well. They use the 'gifts' they have been given 'to prepare God's people for works of service, so that the body of Christ may be built up' Ephesians 4:8, 12, *NIV*.

Volunteer Service Project

If possible, Club members should undertake at least one volunteer service project during the year to help others. This could involve, for example, helping with a school or hospital, improving an old person's home or garden, tidying a certain area, improving the environment, collecting useful items for those in need or collecting money for a national or local charity, etc. The project details can be discussed in the Business section. Our lives are enhanced by giving some of our time, talents and resources to help others.



Life is like a game of tennis; the person who serves well seldom loses.

Listening

It's always best to keep our ears awake! We have to learn to listen carefully as well as to learn to speak effectively to be good communicators. It's perhaps significant that we have two ears and only one mouth! To listen well is very important and like all skills we have to continue working at it to become and remain proficient.

When we talk we expect people to listen to us, so it follows that we should have the courtesy to listen attentively when others are speaking to us. We have to try to really understand what our ears are hearing. Try not to use the word 'pardon' as this could mean you are not listening. During meetings try to develop your listening concentration so that you can take in much more of what is being said. Tune in and stay tuned in. Listen out for emotional overtones as well as the actual words being spoken.

'Listen to me: blessed are those who keep my ways. Listen to my instruction and be wise: do not ignore it. Blessed is the man who listens to me' Proverbs 8:32–34, *NIV*.



Meetings



Life Club meetings can take place in any suitable room including member's homes; they can also take place outdoors or on-line.



Meetings should strive to be helpful, positive, uplifting and enjoyable. They will endeavour to be lively, fast moving and business-like. Meetings should take place as often as is practically possible and generally follow the pattern of the academic year. Ideally, they should last between one and two hours.



Long meetings are not encouraged. Meetings should aim to start on time.

The Director will preside over each meeting. The Coordinator will organise the format of each meeting. He/She can also make arrangements for light refreshments to be served before, during or after the meeting. Occasionally a meal may be included. Drinking water should



always be available. If you wish to say something, it's best to stand. Comments should be brief and to the point. Smart casual dress is quite acceptable for most meetings; however, if giving a speech, it's appropriate to look your best. If possible, those giving speeches should ideally stand behind a lectern.

Inappropriate behaviour is not allowed in Life Club meetings. When not being used for Club purposes, mobile phones should be switched off. Speech which would break confidentiality or would be regarded as offensive is strictly forbidden. Foul language, swearing and smoking are not permitted. The Management Team will deal with any inappropriate conduct issues. Litter should be picked up.

Every effort should be made to ensure that things said and done during every meeting are in harmony with the Bible. Doctrinal argument must not be brought into meetings. Paul appeals to members 'that all of you agree with one another so that there may be no divisions among you and that you may be perfectly united in mind and thought' 1 Corinthians 1:10, *NIV*.



Special Meetings

A special meeting may be held at the end of the Club year to present certificates, etc. (perhaps in an outside scenic area or a special location with a meal).



Special themed Life Clubs are popular. A past theme, for example, focused on the *Diamond Jubilee of Queen Elizabeth II* (pictured are some children dressed up for the occasion). Another past theme focused on *Noah's Ark* following a Club outing to it in the Netherlands!

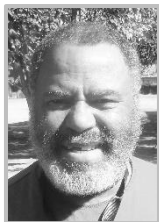


Special meetings should be discussed in the Business section and/or in a sub-committee. Naturally, family members, friends and guests would be welcome to come. More time may be allowed for special meetings.

Management Team

The Management Team consists of all or some of the leaders of the congregation/group. They are to make all the major decisions regarding the implementation and running of the Life Club. They are also to ensure that sound Christian teaching, ethics and doctrine are upheld.

Director



The Director has overall responsibility for the meeting. He/She will make sure all the biblical and spiritual content is sound. The Director will be from the Management Team or be appointed by them. The Director may contribute to any section of the meeting if he/she wants to. At the end he/she will briefly give some overall helpful comments about how the meeting has gone and may deliver a short, encouraging and relevant message (which can be prepared in advance). Members may wish to take notes. The Club can have one or more Directors.



Coordinator

The Coordinator will take care of organising Club meetings and all that this entails under the general guidance of the Management Team. He/She (possibly with the help of the Secretary) will help coordinate each meeting including deciding who the Chairperson, Topicsleader, Toastmaster and speakers are to be. The Coordinator will also generally help with the occasional outing(s), service project(s), special meeting(s), etc. He/She can also be involved with the Management Team in deciding how often to meet, where to meet, what time to begin, etc. One or more Supporting Coordinators may be asked to help organise certain meetings or the Club in general.



Members

Club members usually fully participate in all of the programme, but if one or more members prefer to just listen, that's fine. Members usually volunteer in advance to give a speech. To suit circumstances the Coordinator or Secretary can change the programme and will encourage members to



become involved when necessary. It is the member's responsibility to let the Coordinator or Secretary know as soon as possible if they cannot attend a meeting in which they were scheduled to participate. Members should keep a record of their own speeches and tell the Secretary when they have completed the programme.

Minimum and maximum numbers of members can be determined by the Management Team and/or Coordinator. The average attending each meeting should ideally be between 10 and 30 members. If there are too many members a second Club should be formed (usually differentiated by A and B). Members need to agree to give one or more of their contact details to the Coordinator and Secretary.



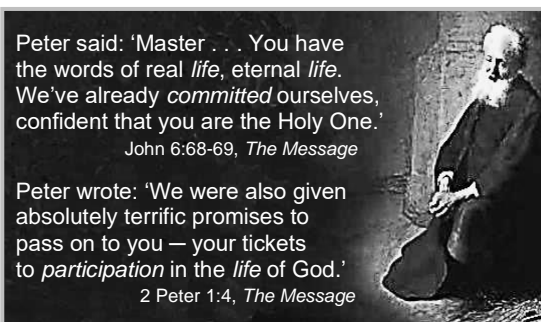
Guests

Guests may be invited with the approval of the Management Team. They should always be warmly welcomed. They may come along to observe or are very welcome to participate in any part of the programme if they wish. Guests may come any number of times. Encouraging guests to attend and then supporting them well as they get settled in will help the Club to grow as well as helping to develop new relationships.



Participation and Commitment

To achieve maximum benefits from Life Club, members should strive to attend all meetings and participate as much as they can. Experienced members should strive to speak at least once during the programme. (Younger or less experienced members can speak when they feel ready.) If you wish to contribute in any one of the programme sections, raise your hand and wait to be called. Being prepared and enthusiastic will help you to participate more.



Commitment to Life Club is very important as it will help you spiritually, build your life skills, develop your speaking and leadership abilities and provide opportunities to serve.



Outings

If possible, at least one outing should be organised for members during the year. For example, visiting a place of entertainment, a special event, a place of interest or natural beauty, etc. Outings can obviously include family and friends.



Outings and their financing should be discussed in the Business section.

A Life Club Activity Weekend is an outing involving a period of one or more nights, ideally one or more activities, a Church service and a Life Club meeting.



Chairperson

The Chairperson will be assigned by the Coordinator or can volunteer. Under the Director, the Chairperson is responsible for the general running of the meeting and may use the gavel when appropriate. He/She begins and ends the meeting. The Chairperson is responsible for the opening prayer, the Scripture reading and the Business, Achievements and Networking sections. Towards the end of the second half, he/she will decide to whom the award cups are to be presented. He/She will present the cups (usually three) and explain why they have been given. If the Chairperson would like to, he/she can then briefly (under about two minutes) talk about something (usually prepared beforehand) which is relevant and beneficial for the members. The Chairperson should strive to make the meeting enjoyable and, when appropriate, add humour. He/She should liaise with the Coordinator and prepare well for the meeting. One of the requirements of graduation is that members must be Chairperson at least once.



Topicsleader

The Topicsleader will be chosen by the Coordinator or can volunteer. The Topicsleader presides over the Tabletopics section. He/She presents some questions and then asks for brief comments. Usually two to five questions are asked one at a time. (It's usually good to have at least one spare question in case you need to fill an extra few minutes). A lighter question is sometimes asked at the beginning and/or end. Occasionally the Topicsleader may call on anybody to answer, so always be prepared! He/She should hand back to the Chairperson when finished. One of the requirements of graduation is that members must be Topicsleader at least once.

Toastmaster

The Toastmaster presents (or *introduces* for members giving their first speech) the speakers in the best way he/she can. The Toastmaster's job is to get the audience to want to hear the speaker. A speech ideally follows one of the 35 types mentioned in this manual and usually has a title in which case these should both be stated. A Toastmaster's comments must be very brief and not in any way take away from the speaker. The Toastmaster decides the order of the speakers. Traditionally a Toastmaster will sometimes tell a joke or two! He/She may also ask for feedback after a speech, but *only* if this has been agreed beforehand. One of the requirements of graduation is that members must be Toastmaster at least once.

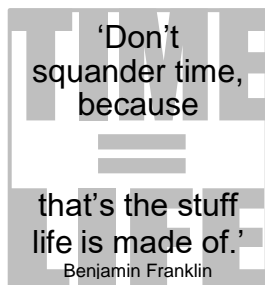


Steward/s



The Steward/s will help 'set up' and 'take down' each meeting. Usually members sit around tables on three sides of a room and leave the remaining side for the speaker's lectern. The side opposite the lectern is the 'top table' and depending on space is for one or more of the following: the Director, the Chairperson, the Topicsleader, the Toastmaster and the Secretary. The Steward/s can be assigned or volunteer. The Steward/s should always try to leave the hall/room in a better state than before the meeting began. A typical layout is illustrated; of course, many other layouts are possible.





Timer (Optional)



A speech should normally last about 5–7 minutes. (Talk with the Coordinator if you would like to give a much shorter or longer speech. For example, a Bible Study, a Theatrical Presentation, etc. could last for about 10 minutes.) The person doing the timing (the Timer) will help each speaker keep to time. The Timer will usually have large cards saying '4', '5', '6', '7', '8', '9' and '10' (to be shown to the speaker after four, five, six, seven, eight, nine and ten minutes). After six minutes the speaker's time is usually running out and he/she should ideally be drawing the speech to a conclusion. (Once shown, the cards should remain standing in sight of the speaker.) Some meetings can decide to have speeches averaging a longer or shorter time, in which case fewer or more speakers should be assigned. If the speaker goes over the allotted time, some Chairpersons may choose to have the Timer use anything that makes a suitable noise to let the speaker know he/she has gone overtime! If and when the noise is sounded, the speaker should quickly draw the talk to a conclusion.

Most meetings decide *not* to have a Timer as the content of speeches is much more important than how long they last; however, if long speeches become a problem, or shorter meetings are necessary, timing should be introduced. Presenting speeches concisely is an important lesson. Always try to keep within your time boundaries. The Timer can be assigned or volunteer.

Concerning time, consider the following amazing statement: 'Grace was given us in Christ Jesus before the beginning of time' 2 Timothy 1:9, *NIV*



Secretary (Optional)

The Secretary will keep appropriate records of meetings, etc. The Secretary should work with the Coordinator to help arrange speakers and organise future meetings, etc. He/She will also help prepare agendas and reports when needed. The taking and reading of minutes may occasionally be requested in some Clubs. In the Business section he/she may assist the Chairperson with any items that need discussing. Near the end of the meeting the Secretary will usually ask for volunteers to take part in subsequent meetings. For continuity the Secretary should hold office ideally for the whole year. The Secretary will be appointed by the Management Team or the Coordinator.



Programme Notes

Those involved in organising meetings should try to keep to the standard programme and suggested time frames as best they can. However, the Director/Coordinator/Chairperson has the flexibility to lengthen, shorten or omit certain sections depending on circumstances. Parts of the programme are optional.

- In the Chairperson's opening comments any guests should be welcomed by name if possible.
- The Chairperson may forewarn someone before the meeting begins to give the opening prayer, or may ask for a volunteer or choose to give the prayer himself/herself.
- The short Scripture reading is chosen by the Chairperson. It may be read by the Chairperson or by someone he/she has asked. The reason why it was chosen should be briefly explained.
- In the first half, the Chairperson handles the Business, Achievements and Networking sections, and then hands over to the Topicsleader to lead Tabletopics. Different meetings will invariably put emphasis on different sections. For example, if the Business, Achievements and Networking sections take up little time, then more time can be spent on the Tabletopics questions. Alternatively there could be a shorter Tabletopics period if more time is needed on an earlier section.
- The second half is for speeches. The Coordinator will generally determine the format. Usually it will consist of two, three, four or five speakers. Speeches can be very short for beginners. Rarely should any one speech, study or presentation be more than 15 minutes.



Programme

Chairperson's Opening Comments

Half a minute



Opening Prayer

Half a minute

Scripture Reading

A suitable Bible verse or verses to be read; it is helpful to say why the particular passage has been chosen. 1–2 minutes

(The photo on the left was taken at a Life Club in Barisal, Bangladesh.)



Business (Optional)

The Chairperson will lead the meeting in discussing Old and New Business (if any). Business items are usually to do with the Club itself such as a service project, refreshments, outing, etc. 0–4 minutes



Achievements (Optional)

Has anyone achieved something recently? Do you know of someone who has completed, passed, improved, obtained, succeeded, performed, organised, celebrated, overcome or achieved something? If so, tell the rest of the members, and they will applaud. 0–4 minutes



Networking (Optional)

This is an opportunity to help one another by networking. If there's a relevant forthcoming event, etc or someone or group you know needs assistance or prayer, etc, this is your chance to let everyone know. Also let other members know if you need something or conversely if you have something that you don't need anymore. 0–4 minutes



Tabletopics (Optional)

The Topicsleader will generally ask two, three, four or five questions. If you feel you would like to reply, raise your hand and, if the Topicsleader calls on you, stand up and give your answer. Comments should be succinct and to the point. 5–25 minutes

Chairperson's Comments

Half a minute



Break (Optional)

Food connects! The refreshment break is an integral and significant part of each meeting and should be maximised. It gives opportunities for fellowship and much more. Sharing food and drink are important in building relationships and community. Luke's gospel has nine accounts of Jesus at meals! 0–30 minutes



Speeches/Presentations

The Chairperson begins the second half by introducing the Toastmaster who in turn will introduce or present the speakers/presentations. Generally, there will be two, three, four or five speeches. Most speeches will be about 5–7 minutes. but some could be about one minute or ten minutes. 15–45 minutes

Coordinator or Secretary to ask for volunteer speakers for future meetings.

1 minute



Chairperson

1–5 minutes

The award of one, two or three cups is optional. The three cups are: *The Best Contribution Cup*, *The Best Achievement Cup* and *The Best Speaker Cup*.

Director

1–7 minutes

Chairperson closes the meeting (Closing prayer is optional.)

Half a minute
(Times approximate)

Treasurer (Optional)

The Treasurer will be responsible for any Club finances. Meeting rooms are often financed by the Church, however room rental can be paid for by Club members. Refreshments, outings, etc. are usually paid for by members. Finance matters should be discussed in the Business section. Any large sums of Club money should be invested wisely. The Treasurer will be appointed by the Management Team or Coordinator.



Preparation and Practice



Finding a suitable subject to talk about can be difficult sometimes. If you find this is a problem, talk to others for ideas and of course pray about it. You may find it helpful to keep a notebook to write ideas down. As and when you see material to do with your idea, add it to your notebook or use a folder to keep it all in.



Prepare in advance – do not leave it to the last minute! It's best to choose a subject that you are interested in and fulfils an audience need. Establish your purpose as to why you are giving the speech and then prepare as thoroughly as you can. Read widely. Do lots of research where necessary. The key to any good speech is confidence. This comes from knowing your subject well. Try jotting down a flow outline. Eliminate material that is not relevant. Allow plenty of time to work on your speech and for it to develop in your mind. Also develop the dictionary habit. Some people spend about an hour in preparation for every one minute spoken! It is sometimes said that those who fail to prepare are preparing to fail, so be prepared. Proper preparation prevents presentation predicaments!

~~Un~~Prepared
and ~~not~~
Practiced

Practice your speech, either in your head or out loud, several times to get it well in mind and to roughly get it to time. Alternatively, rehearse the speech in front of your family or one or two of your friends. Practice enough so that you are not tied to your notes and consequently can have more eye contact and rapport with your audience.



Approval

Life Club needs safeguards. Therefore, if you aren't sure if your speech is safe, for example a sensitive or controversial subject, always check with a minister or member of the Management Team. Unsuitable subjects will not receive approval.



Also, approval may be required from a minister or person on the Management Team if a member would like to give any speech that is based on the Bible. This is simply to ensure that it is biblically sound before presentation. Check with the Coordinator to see if approval is necessary.

'Wise words
bring approval.'
Ecclesiastes 10:12, NLT

Sometimes those who hold authority in Church may approve that, if the speaker is willing, a member's biblical speech be given again, with or without amendments, in a Church service.

'When we speak to you we're not after crowd approval – only God approval'
1 Thessalonians 2:4, *The Message*.

Accountability Structure
G.C.I.
Management Team
Director/s
Coordinator
Chairperson
Secretary, Treasurer, Steward/s
Topicsleader, Toastmaster, Timer
Life Club Members

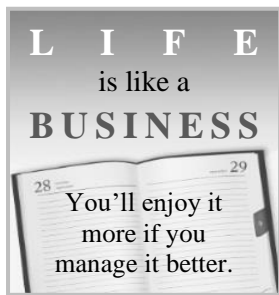


Accountability

We are all accountable for the things which we say and for the things that we do. Life Club is also accountable to the Church for what is said and done in all its meetings. Therefore, please strive to behave and speak well at all times.

'Each of us will
give a personal
account
to God.'

Romans 14:12, NLT



Old and New Business (Optional)

If anyone would like to talk about anything to do with the Club itself such as refreshments, a problem with the meeting venue, a service project, an outing, a meeting with a special theme, the time the meeting begins, financial matters, etc., then the Business section is the place to discuss it. Some items can be dealt with in the same meeting; other items may be discussed over several meetings. This section will begin with Old Business



(Business items carried over from the previous meeting) and then move on to any New Business.

The Chairperson, with the possible help of the Coordinator and/or Secretary, will lead this section and make appropriate decisions on each item. Depending on circumstances, decisions may later be overruled or amended by others such as the Director.



Achievements (Optional)

Most people like to receive recognition for achievements small or great. It gives encouragement. In the Achievements section members can mention their own, their family's or another member's recent

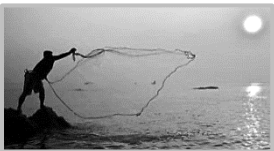
'Encourage one another and build each other up.'

1 Thessalonians 5:11, NIV

success. Some examples would be: reached the top of a hill or mountain, a new job or promotion, an exam passed, a bad habit overcome, a birth, a birthday, a baptism, an ordination, a goal achieved, a big job finished, a sporting triumph, a cooking success, something done for the first time, even a large vegetable grown, etc. Where possible it's especially good to include young people and children in this section. Each achievement should be applauded. If appropriate a relevant, encouraging achievement story in the news could also be mentioned.

Occasionally, for significant achievements, for example a special wedding anniversary, a small gift such as confectionery or flowers could be presented.

Those considered to be very significant life achievements can also be recognised (see Certificates).



Networking (Optional)

We all need communication networks. There's an old adage: 'It's not what you know, but who you know.' For example,



often people who know somebody in a company are offered work in that company. As well as business networking, important social networking takes place when groups meet together regularly. To be effective at networking you need to be in one or more groups of people who support and know one another well. You also need the opportunities to be able to tell these people how you can help them and how they can help you. If you are doing something or going somewhere, you may like to invite others to join you. Perhaps you may want to draw attention to a forthcoming event, etc. This section is your chance to network helpful information.

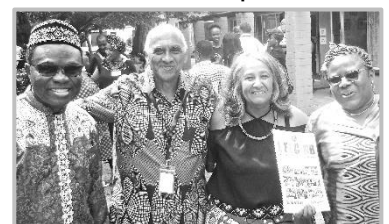
'Think about each other and help each other to show love and do good deeds.'

Hebrews 10:24, NCV

Networking can also circulate and sometimes fulfil needs. Here are some examples: maybe you need a bicycle or a tent, etc. Alternatively, you may have something to sell, lend or give away. Perhaps you know of an employment, accommodation or educational opportunity. Maybe you know someone who needs visiting in hospital or needs help in some other way. Maybe the Church choir needs

more members. Self-employed and business people often need referrals. Perhaps you have a prayer request.

Networking helps to build relationships. To aid networking communication, the Management Team may decide to circulate within the Club membership some contact details such as home addresses, phone numbers, email addresses, etc of those who wish to participate. For personal reasons some may not wish to give some contact details, which is obviously fine.





Tabletopics (Optional)

From the lectern, the Topicsleader will ask the other members some thought-provoking questions. Depending on time, there could be one to six questions asked. With deeper questions the Topicsleader will sometimes give members a little more thinking time to come up with appropriate answers by repeating, rephrasing or expanding the question. Members wishing to answer a question should raise one hand. The Topicsleader will then choose someone to answer. It's best to stand when answering and answers should be short and to the point. After a few answers, the Topicsleader will move on to another question. At the end of the questions the Topicsleader hands back to the Chairperson who will announce the break (if there is one). Avoid politics and sensitive subjects.



Here are some sample questions: What are you thankful for? Who has had a positive influence on your life and why? What are the advantages and disadvantages of modern technology? Where would you recommend others visit and why? What advice would you give to younger people? What can we do to help the environment more? Christianity questions can obviously be included. For example: Which Bible person would you like to meet and why? What Christian book would you recommend and why? What is your favourite scripture and why? Can you retell an important point from a recent sermon you heard? How can we bring the truths of God's Word into vital contact with the minds and hearts of more people? A question relating to a topical local, national or international news item could also be asked.



Introduction to Speeches

When you give a speech, try to make it interesting and beneficial – try to fulfil an audience need. Most speeches have an 'Introduction, Body and Conclusion'. Try to have an introduction that catches people's attention. Also, near the beginning of your speech, it's often good to include a specific purpose statement; in other words, state your speech objective. This is when you explain very briefly and clearly why you are giving the speech. In the body, try to outline your main points in a logical order. The conclusion often summarises. Have well in mind the words you want to finish with. Speeches normally last about 5-7 minutes, but depending on circumstances can be longer or shorter.

Apart from the *Introduction, Body and Conclusion* structure, there are other ways to pattern a speech. Here are a few: *Advantages and Disadvantages*; *Past, Present and Future*; *Problem, Cause and Solution* and *Introduction, Teaching, General Application and Personal Application*.

When appropriate the use of technology to enable and enhance presentations/speeches is encouraged.

Only the speaker can fail his/her own speech. If you personally thought you failed to achieve the standard you were seeking, then don't be afraid to have another attempt. If you wish to do a speech again, that's fine, but don't be too hard on yourself.

If your mind goes blank, try to find where you are in your notes and then continue. Don't embarrass yourself by just standing there; go straight to your conclusion and then sit down – and don't worry, it happens to many.

One of the goals of Life Club is enjoyment. Try to use a sprinkling of humour if you can when appropriate. Humour helps to build a good atmosphere.

Use visual aids when appropriate.

Hmm, Yes! A great speech idea, I'll work on that subject next.

'May the words of my mouth and the meditation of my heart be pleasing in your sight, O Lord.'

Psalms 19:14, NIV

Speeches and Presentations

To qualify for your graduation certificate, complete any 10 speeches/presentations from the 35 listed and be Chairperson, Topicsleader and Toastmaster. It's your decision which 10 you choose and in which order you do them. Traditionally the first two speeches given are *Icebreaker* and then *Speak with Purpose*. Once



you have given 10 speeches, try doing another, different 10! A well-rounded speech will often utilise the main points from several speech types. Every speech should be applauded.



Add Humour



Where did the horse go when sick? To a horsepital! ☺ Why did the owl howl? Because the woodpecker would peck her! ☺ The tortoise and terrapin raced, only at 500 millimetres an hour, so it was not a turtle success! ☺ Adding humour is easier said than done, but have a go. Some people can be humorous naturally, but most of us have to work at it. Keep your speech purpose central and try to use planned and spontaneous humour whenever you can. Tell a joke or two. Your attempts at humour won't always work, but don't be discouraged. Keep trying. If people laugh at times you don't expect, count this as a bonus! Humour is an important item in any speaker's toolbox. If you have an ability to make people smile and laugh, the other Club members definitely want you to develop this gift. Never use humour that embarrasses, belittles or humiliates anyone.

'A cheerful disposition is good for your health' Proverbs 17:22, *The Message*.



Add Life



Add life to your years, not just years to your life! How many times have you heard a 'boring' speaker? How many times have you seen people 'nodding off' during a speech? If a presenter speaks in a quiet, monotonous voice and hardly moves, the audience is less likely to remember what was said. When you give this speech, you need to give it *life*. Be lively! Be

happy! Be active! Be animated! Have passion! Try to add variety to your voice. If you can, and it's appropriate, use one or more sound effects, for example: mimic an animal, a bird, a siren, etc. Don't be afraid to exaggerate your hand gestures. If something is big then say so, not only with descriptive words, but also by your voice tone and body language. More communication comes through tone of voice and body language than people realise. If fitting, bring in some action. For example, you could head a football ⚽ a few times or break an egg 🥚 into a bowl. Occasionally you may want to ask questions, which is always a sure way to keep your audience alert. However, if you do ask questions, it's usually best to ask ones that only need a one-word answer, otherwise you may lose momentum and control.

According to the proverb, 'a picture is worth a thousand words'. People obviously learn through what they see as well as what they hear. So, when appropriate, create a visual image related to your speech by showing one or more objects. Perhaps use a flip chart or use technology to show pictures. If appropriate, wear a relevant item of clothing, for example, a coat if you are describing somewhere cold. Visual aids help people to remember your speech. Choose a subject that will benefit your listeners.

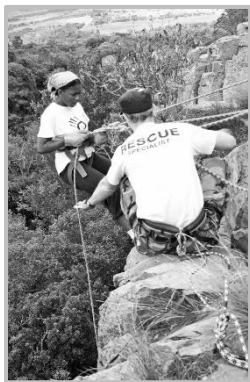


Add Music

If you appreciate music, sing and/or play an instrument, you may wish to add music to your speech. Alternatively, you may like to play some recorded music. You can sing and/or play music and/or



use recorded music for as long as you like in the time you have, but remember you still have to explain the reason for using the music you have chosen. For example, the music may express a mood you want to convey or may be associated with a certain place or person you want to highlight, or the lyrics could express a message you want to emphasise, etc. If you wish, you can ask others to join you in a group or choir. Music is emotive; it can be used as a highly effective communication tool.



A Story

'Once upon a time . . .' is a well-known story introduction. Everyone loves a good story, but we have to learn the art of telling them well. Storytelling is a powerful way to help communicate a message. Create your own story or find a good contemporary, historical, fictional or biblical story and employ it to help get the purpose of your speech across. Use descriptive language. Make sure your audience remembers why you told the story and not just the story itself.

Consider how effectively Jesus used stories to communicate. 'He taught by using stories, many stories' Mark 4:2, *The Message*.

'Tell a story.'

1 Corinthians 14:26,
The Message



Bible Person

Some have calculated there are 1,372 named people mentioned in the Bible. Some are well known and others not. Choose any one of them; research well into the life of the individual and then present a biographical sketch of that person to your fellow members. You may wish to add one or more key verses or a passage of scripture about the person. The Bible often mentions positive and negative things about people and you can do the same if you wish. Explain why you thought your audience would benefit by learning more about him or her.

'The Bereans were eager to hear what Paul and Silas said and studied the Scriptures every day.'

Acts 17:11, *NCV*

Bible Study

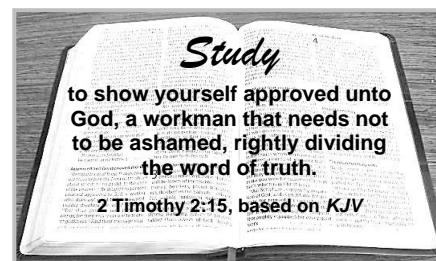
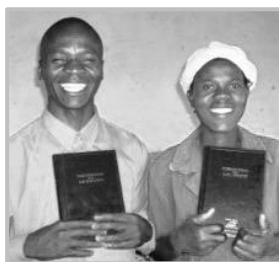
'The Bible is supernatural in origin, eternal in duration, divine in authorship, infallible in authority, inexhaustible in meaning, perfect in precept, universal in readership, unique in revelation, personal in application, powerful in effect' *Gideon Bible*.



Theodore Roosevelt reportedly said: 'A thorough understanding of the Bible is better than a college education.' Queen Victoria reportedly said: 'The Bible is the greatest possession we have.' Napoleon Bonaparte reportedly said: 'The Bible is no mere book, but a living power that conquers all who oppose it.' Abraham Lincoln reportedly said: 'I am profitably engaged in reading the Bible.'

This is your opportunity to conduct a Bible study. You may wish to ask for extra time. The most common forms of Bible study focus on:

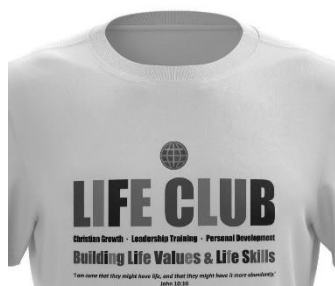
- A word study.
- A verse study.
- A verse by verse study.
- A section of scripture such as a parable.
- A chapter analysis.
- A book survey and/or background.
- A topic.
- An individual mentioned in the Bible.



Much can be found on Bible study subjects in books and on various websites. Most is very good, but always check the Bible to make sure it is right. Do not pick a big subject.

Crystal Clear

We all run the risk of being misunderstood. This speech will help you to focus on speaking with clarity so that everybody will easily understand your words and purpose. Be distinct. Don't rush. Avoid jargon and uncommon words. Don't use irrelevant material. Don't be afraid to repeat something, especially if it's important. Choose an uncomplicated subject. Use precise words. Like the T-shirt, your message should be unambiguous. We should clearly mean what we say and say clearly what we mean. Speak on any helpful subject plainly.



Get the Facts

Every speech needs preparation – this one especially. Do lots of research and include some (but not an over-abundance) of the most interesting and remarkable facts and/or statistics you find to support or prove the purpose of your speech. If possible, use a variety of resources and if appropriate don't forget to state your sources. Remember that some media information is not always reliable so cross-check until you are sure your information is correct. Try to present your facts logically and without manipulation or opinion. Use succinct and pertinent facts to create impact, especially in your introduction. This speech will impress upon you that after lots of preparation and research, your confidence and your speech objectives can be strengthened by using facts.

Some approximate and exact **FACTS of LIFE on EARTH**

7.77 million animal species (953,434 catalogued).
298,000 plant species (215,644 catalogued).
611,000 fungi species (43,271 catalogued).
36,400 protozoa species (8,118 catalogued).
27,500 chromista species (13,033 catalogued).
Total: 8.74 million species, \pm 1.3 million (not included are micro-organisms and viruses).

Article* also suggests 86% of land species and 91% of sea species yet to be discovered and described!

Good Speech

We should be 'totally committed to doing good deeds' Titus 2:14, *NLT*.

Abraham Lincoln said: 'Live a good life'. Base your speech on one or more of the following: courtesy, diligence, excellence, goodness, helpfulness, honesty, integrity, kindness, neighbourliness, patience, peace, politeness, quality, respect, righteousness, service, thoughtfulness, virtue, etc. Your subject's benefits, as well as possible challenges, could be mentioned. Maybe practical application could be suggested such as supporting or helping with a Church, charity or community project, etc. Other examples could be encouraging things like babysitting, visiting people in hospital, picking up litter, helping a child learn to read, recycling, planting trees, helping the blind or deaf, etc. Bad things dominate the media. This is your opportunity to highlight and encourage something good.

'God made us to do good works.'

Ephesians 2:10. *NCV*

Jesus 'went around doing good' Acts 10:38, *NIV*.



Heart to Heart



Talk about something that's personal that you want to share with the other members; for example, something heart-rending or heart-searching that you have had first-hand experience of and that you want to draw a lesson from. However, choose your words carefully; you don't have to be too specific or become too emotional. You may wish to keep certain people anonymous. Especially don't say anything confidential or too private. Talk to others first to make sure you are comfortable handling the subject openly. You don't necessarily have to talk about something unpleasant. Instead you could hearten your audience by talking about a personal heart-warming experience. Opening up and sharing something personal can be a very effective way to help carry a beneficial message across to your audience.



Pass It On



Of all the many good things you have learnt in your Life Club, group,

family or congregation, maybe there's one memorable occasion when you heard or saw something amazing, unusual or special that you are keen to share. If so, this is your opportunity to tell others about it. It could be something inspiring that you heard in a sermon, Bible study or lecture. Perhaps it was some beneficial information you discovered or a lesson you were a part of. Maybe it was an outstanding example of service you saw, or something significant you understood from a book, or a fascinating place you visited, or some important safety knowledge you learnt, etc. Say why it was valuable to you and why you want to pass it on to other members so that they can benefit as well.



Game, Hobby or Sport



We all like to occasionally play a game to relax and have fun. For example, some homes have a pack of cards and/or a board game like chess. Everybody has one or more hobbies such as stamp-collecting, painting, leatherwork, etc. Also, of course, we all like to play and/or watch sport such as badminton, volleyball or cricket. Choose a game, hobby or sport and then tell your fellow members why you like it and its benefits.

Icebreaker



An 'icebreaker' is a 'this is my life' speech. It's a good speech to begin with. Just talk about yourself. It's fairly easy because you are the only expert in the world on the subject of yourself. You may be a bit nervous, but don't worry; this is to be expected. You can either give a very brief overview of your whole life or, perhaps better, just choose a part of your life that you feel the other members would find beneficial to hear about. They will appreciate the chance to get to know you better. The problem with this speech is deciding what to include and what to leave out, as you have so many things you could talk about. If this is your first speech, congratulations, for no matter how it goes, you have succeeded in doing it! Well done.

Impromptu



An impromptu speech is one where you have to do a lot of thinking while you are talking because you've no idea what you are going to talk about until you arrive at the lectern! When you are at the lectern, the Chairperson will read to you twice a list of three subjects which he/she has chosen. After you have heard them, choose one and begin! Try to make whatever subject you've selected helpful to the other members. If you feel you can't make the full time, draw the speech to a conclusion when you have run out of material. You can volunteer to do an impromptu in advance. You may also be asked to give an impromptu at very short notice! Here are some example impromptu subjects: *Peace; My family; My hobbies; What I would like to teach; People who have influenced me most; The thing I would like to change most in the world; Healthy foods; Books I would recommend and Beneficial places.*

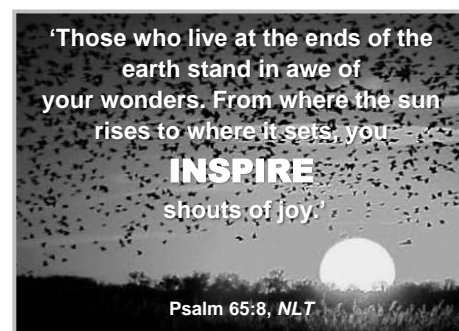
Inspire Speech



Choose a subject that has really aroused, awakened, elevated, encouraged, energised, enlightened, enlivened, excited, influenced, stirred or uplifted you – and you can't wait to talk about it!

If something has inspired you, then pass it on. Maybe you have seen something in creation which amazed you. Of course, it could be something in the Bible that you found awesome. Alternatively, there are untold numbers of inspiring stories in books and documentaries you could talk about. Maybe you have a personal story you wish to inspire others with. Try to enthuse, stimulate and lift your audience. This speech should include one or more 'wow' factors and a touch of 'sparkle'.

'The mediocre teacher tells, the good teacher explains, the superior teacher demonstrates, the great teacher inspires' – *William Ward.*



Intense Speech

There are many things in the world that are not right. Choose something that is bad, harmful, wrong, dangerous, unjust, immoral, heinous, destructive or criminal, etc., and say what you think should be done about it. This is one speech where you are expected to speak firmly, become forceful, get animated, speak faster and/or raise your voice. To occasionally turn on intensity is a powerful communication aid. However, don't shout; remain in control. Speak with determination and also compassion and concern when necessary. Use intensity to help fulfil your speech objective effectively. Avoid religious and political subjects.



Hi-Tech

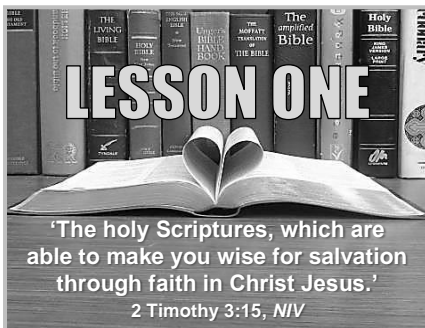
In the world of technology communication systems have advanced rapidly. Therefore, to strengthen your communication abilities, it's advantageous to know what to touch, press, turn and click. In this speech fully utilise one or more laptops, smartphones, touch screens, etc to help effectively deliver your presentation objective. If you wish, your audience (perhaps some far away) can also receive some, or all, of your message via any hi-tech gadgets they may have. Engage technology to help boost the transmission, receiving and recollection of your presentation.



Joint Presentation

This is your chance to join up with one or two others and give a joint presentation. You may wish to ask for more time. 'Team teaching' can be effective as it capitalises on different people's skills. Many speech

types in this manual can be presented by more than one person. Joint presentations are sometimes helpful for new members as they can share the speech with a more experienced speaker. Also, joint presentations are excellent for some parents, as they can use the opportunity to give a speech together with their son or daughter or children.



Lesson from the Bible

The Bible is a unique treasure chest containing much vital teaching, knowledge, instruction, admonition, wisdom, etc. Take one biblical lesson, research it thoroughly and then carefully expound it for the benefit of the other members. A good Bible lesson will give 'head knowledge' and 'heart knowledge' (real life application). You may come up with your own

lesson idea, but don't be afraid of using somebody else's. Because of the short time available avoid big subjects. You may like to talk over your lesson with a member of the Management Team or one or two Christians you know well before giving your lesson.

'Teach a lesson.'
1 Corinthians 14:26,
The Message



Life Skill

There are many life skills you could talk about. Choose any one, explain it and encourage its use and development.

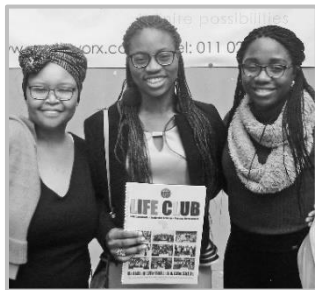
Here are some examples: care, creativity, determination, enthusiasm, flexibility, focus, gentleness, happiness, initiative, integrity, kindness, learning, motivation, patience, problem-solving, relationships,

responsibility, self-control, sharing, sound mind, sportsmanship and teamwork.

If you wish, you could tie your life skill in with a scripture, for example: friendliness – Proverbs 17:17, diligence – 2 Peter 1:10 (KJV), gratitude – 1 Thessalonians 5:18, love – John 13:34–35, perseverance – Hebrews 12:1, service – Galatians 5:13, wisdom – Proverbs 8:10–12, etc.

Here's another selection: commendable common sense, competent communication, comprehensive compassion, concrete confidence, considerable concentration, consistent courtesy, constant courage, copious cooperation and congenial conversation!





Life Tip

Life Tip
**THE MOST IMPORTANT
THINGS IN LIFE
AREN'T THINGS**

Have you a piece of advice that you feel will improve one facet of life? If so, here's your opportunity to explain and expand it for your fellow member's benefit. Here are some example ideas: Too much rest is rust; Read widely; Spend quality time with children; Remember people's names; Sleep well; Exercise your mind; Whatever your hand finds to do, do it with your might; Don't buy what you want, but what you need; Television is the thief of time;

Smile; If you want a friend, be a friend; Make/take speech opportunities; and, Life's a journey, make sure you get good directions. If you can, use personal examples. If something has worked well for you, tell others. Of course, you can develop a life tip based on what somebody else has said or done. For example, Winston Churchill said: 'We make a living by what we get. We make a life by what we give'.

Alternatively, perhaps you could explain a life tip based on one of the over 400 verses that mention 'life' in the Bible; for example: 'A wholesome tongue is a tree of life' Proverbs 15:4, KJV.

'SPEAKERS WANTED'

Wording seen by Sir Winston Churchill in 1899 which led to his maiden speech.

**'You are the God
who performs
miracles.'**

Psalm 77:14, NIV

Miracle or Parable

There are many miracles and parables mentioned in the Bible.

Here are a few miracle examples: the burning bush; manna; Israelites healed by looking at the snake on a pole; the Israelites crossed the sea; Daniel was saved from the lions; Jonah was in the big fish for three days; water was turned into wine; Jairus' daughter was raised from the dead; Jesus walked on water; the feeding of the 5,000 (men) with two fish and five loaves; the healing of the paralysed man; the restoring of a severed ear; the sick were healed by being in Peter's shadow; etc.

**'Jesus spoke all these
things to the crowd in
parables; he did not
say anything to them
without using a
parable.'**

Matthew 13:34, NIV



Here are a few parable examples: the sower; the good Samaritan; the mustard seed; the talents; the lost silver coin; the hidden treasure; the wise and foolish virgins; the prodigal son; the lost sheep; the pearl of great value; the wise man who built his house on a rock; the lamp on a stand; the workers in the vineyard; the wedding banquet; the barren fig tree; etc.



Choose any one miracle or one parable, read it or summarise it and then expound the part you want to emphasise. Mention the reason why you have chosen it. There is *much* to be learnt from miracles and parables so you need to concentrate ideally on only one facet.

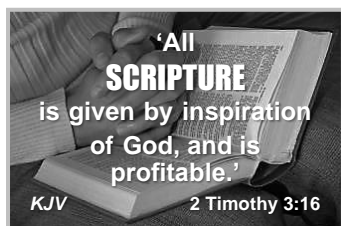


Miscellaneous Presentation

There are other types of speeches which are not covered in this manual, for example: a *One-Point Speech* (an attempt to not digress); an *Add Colour Speech* (using lots of descriptive adjectives to help paint pictures in words); a *Word Power Speech* (an attempt to increase one's vocabulary); a *Unique Experience Speech* (doing something for the first time or going somewhere new and then reporting on it), etc. If you would like to do one of these speeches or do a type of speech that you have read about or thought up yourself, this is your opportunity to give it.

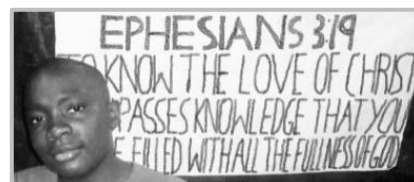


Here are some other miscellaneous possibilities. You could lead a discussion, run an auction, read poetry, be a stand-up comedian, be a ventriloquist, perform tricks, read Scripture, lead a choir, etc. Miscellaneous presentations should be checked first with the Coordinator. You may wish to ask for extra time, especially if there are several members involved.



My Favourite Scripture

If you have a favourite verse or special passage of scripture that you have found inspiring and profitable, this is your opportunity to tell your fellow members why.



Your attraction and fondness about the content should be evident and contagious! Research and read up all you can on the verse or passage. If you wish, use one or more translations and/or Bible handbooks, commentaries and dictionaries to help highlight, explain, broaden, deepen or clarify one or more facets of the verse/s. Perhaps expound the context.

John 3:16 is a favourite scripture of many: For God (the greatest Giver) so loved (the greatest motive) the world (the greatest need), that He gave (the greatest act) His only begotten Son (the greatest Gift), that whosoever (the greatest invitation) believes (the greatest decision) in Him (the greatest person) should not perish (the greatest deliverance), but (the greatest difference) have (the greatest certainty) everlasting life (the greatest possession).

Alternatively, you could talk about your favourite hymn.



News Report

Never in human history has so much news been constantly available. It's impossible to keep up with it all, so if there's something relevant in the local, national or international news that you feel the rest of the members should know more about, here's your chance to tell them. Unfortunately, not all media information is reliable, so where possible, double check your facts and separate them from opinion. Don't forget to state your source/s and relevant date/s of broadcasting and/or publication. We must not ignore news which is depressing; however, sometimes a refreshingly good news story can be reported on instead. Avoid politics.



No Notes

This is a speech where you refer to no written memory aids. Of course, you can make lots of notes when preparing, but when you give this speech, these notes should not be taken to the lectern. Eye



contact is always important in any speech and with this one you'll have plenty because you won't be putting your head down to read anything – not even notes on the back of your hand! Speakers who have learnt this speaking skill are usually very effective. However, just because you have no notes to worry about does not mean you have to do less preparation; you will probably have to do more so that what you want to say is very well in mind. Choose a subject you know a lot about and keep to your planned speech structure.

Practical Demonstration



Basket making; Candle making; Card making; Cooking; Drumming; Exercising; First-aid bandages; Flower arranging; Hairdressing; Ironing; Juggling; Making clothes; Making jewellery; Paper aeroplanes; Playing a musical instrument; Pottery; Toy making; Wood carving, etc., are just a few of the many subjects you can talk about while you are giving a practical demonstration of it simultaneously! Choose to do a demonstration on a subject you know well and which you think will be interesting and beneficial to your audience. If appropriate, get one or two members to come and help for all or part of the demonstration.



Wood carving, etc., are just a few of the many subjects you can talk about while you are giving a practical demonstration of it simultaneously! Choose to do a demonstration on a subject you know well and which you think will be interesting and beneficial to your audience. If appropriate, get one or two members to come and help for all or part of the demonstration.

‘Preach the Good News’

Two Greek words help us to understand the original meaning of preaching. The first is *euangelizo* which is translated into the word preach (and its derivatives) nearly 50 times in the New Testament. It has to do with the *matter* of preaching and it is almost always used of the good news concerning Jesus Christ. The second word is *kerusso* and is translated into preach (and its derivatives) over 50 times in the New Testament. It has to do with the *manner* of preaching and means to proclaim as a herald. In the ancient world a herald made known important information. Preaching is heralding Jesus and his gospel.



Jesus preached. ‘Jesus came into Galilee, preaching the gospel of the kingdom of God’ Mark 1:14, *KJV*. In Mark 1:38 we read: ‘Jesus replied, “Let us go somewhere else – to the nearby villages – so that I can preach there also. That is why I have come”’, *NIV*. Jesus told his disciples: ‘Go into all the world and preach the good news’ Mark 16:15, *NIV*. Peter said: ‘He commanded us to preach to the people’ Acts 10: 42, *NIV*. Paul said: ‘I am compelled to preach. Woe to me if I do not preach the gospel!’ 1 Corinthians 9:16, *NIV*. Paul wrote: ‘I give you this charge: Preach the Word; be prepared in season and out of season’ 2 Timothy 4:1-2, *NIV*. Paul also wrote: ‘Preach the gospel of peace’ Romans 10:15, *KJV*.

‘They ceased not to teach and preach Jesus Christ.’

Acts 5:42, *KJV*

Preaching moves people towards Christ. Preaching about ‘Christ crucified’ 1 Corinthians 1:23, *NIV*; ‘Christ has been raised’ 1 Corinthians 15:12, *NIV*; ‘Jesus Christ as Lord’ 2 Corinthians 4:5, *NIV*; ‘the unsearchable riches of Christ’ Ephesians 3:8, *NIV*, etc., is different from all other public speaking and is above secular activity. Preaching does not consist of human wisdom or excellency of speech, but of the testimony, wisdom and



power of God in his Word (1 Corinthians 2:1–5). If your message is not about the gospel of Christ, it is not preaching (Galatians 1:6–9). Preaching is not an effort to



build up a personal following nor is it a display of one’s knowledge or speaking ability. Preaching is concerned with proclaiming the gospel, the glad tidings of salvation; it is the public proclamation of God’s redemptive activity in and through Jesus Christ.

You may like to talk to a minister, a member of the Management Team or one or two Christians you know well before you preach the Word of God. In some situations, it is sometimes wise to first establish relationships and let our light shine through good works before preaching the gospel.

Theatrical Presentation

It’s said that if you want to give a message to a group, one of the best ways is by acting it out, why? because virtually everyone will remember the presentation. This is your chance to employ drama to help deliver your message. This theatrical piece could be done by one person or many people. As well as rehearsals and scripts, if you wish, use costumes, scenery and/or special lighting, etc. It can be a lot of work getting it all ready, but it can also be great fun and well worth the effort. Ask the Coordinator if you need more time.



Selling and Marketing



We all buy things and occasionally we all sell things. With this speech your aim will be to sell something to your audience. It could be a personal item you no longer need or, for example, some home produce. It could be a commercial product if you wanted to generate some extra business for yourself or somebody you know. Alternatively, you may wish to market an event, idea, project or good cause. You need to be very persuasive to get people to accept what you are selling or suggesting and to give you their money and/or time. Use lots of logic and some emotion if necessary. With this speech, be convinced about what you are marketing or promoting; your audience will sense this and as a result are more likely to accept and buy into it. As this is only a 'practice' speech, if any money is made perhaps it should be given to a good cause.

Speak with Purpose



For this speech, and indeed every speech, choose a subject that fulfils a worthwhile purpose. Ask yourself why the other members need to hear this speech and, when you've answered that question, it will help you become more aware and focused on what you need to say about your chosen



topic. Most speeches ideally need to include a specific purpose statement (sometimes shortened to SPS). This means that you specify clearly in a few words why you are giving the speech. This helps the audience to know your objective. It's obvious to you what you are trying to say, but it's often best to tell the audience clearly, in one plain sentence, the aim of your speech. Your introduction, your points, your conclusion should all then connect to your purpose. If something does not help you to achieve your



purpose, it shouldn't appear in your talk. Find a good purpose to speak on and then speak purposefully about it. A speech without a purpose is like a broken pencil – pointless!



Stir to Action

It can be quite challenging to get people to actually do something as a result of public speaking. Your speech may be interesting, well

researched and clear, but the big question is: will any of your audience follow your advice and put into practice what you are saying? With this speech you need to be passionate. You have to try to win your audience over to why they really need to heed your words and carry out what you are suggesting. Have lots of relevant facts, examples and information and, if necessary, good props to help convince and stimulate your audience to do – to *act* on – what you are saying. Example: After hearing a speech about the importance of giving blood, my son became a blood donor.

'Your enthusiasm has stirred most of them to action.'

2 Corinthians 9:2
NIV



Testimonial

The apostle Paul gave a testimonial on more than one occasion. He describes a period in his life when he brutally persecuted Christians, but then,

one day on his way to Damascus, 'a light from heaven brighter than the sun shone down on me and my companions. We all fell down, and I heard a voice saying to me in Aramaic, "Saul, Saul, why are you persecuting me?"' Consequently he became a 'servant' and 'witness' for Jesus and spent the rest of his life helping people to 'open their eyes, so that they may turn from darkness to light' and through faith in Jesus 'receive forgiveness for their sins and be given a place among God's people' Acts 26:13–14, 16, 18, *NLT*. If you would like to tell others about your journey to Jesus (less dramatic, but nevertheless unique), this is your opportunity.



'Some believers came and testified.'

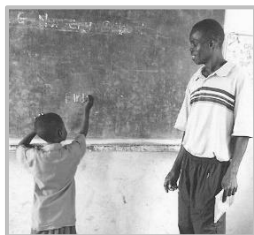
3 John 3, NIV

Teach Speech

We never stop learning. However, there are times when we have to instruct others. This is an opportunity for others to receive knowledge by learning from you. Teach about something that you know a lot about. Alternatively, do lots of research into a subject so that you become an expert on it. Choose a subject that will benefit your listeners. Don't be afraid to repeat information. Be organised. Make your speech easy to understand. Use plain language. Use visual aids if you think they will help. Maybe demonstrate something. Make sure what you are teaching is accurate. Have a genuine desire to impart something which you believe will have value.

If you feel you want to learn more about teaching effectively, get some feedback after the meeting by inviting one or two others you respect to suggest ways you could improve in the role of a teacher.

Christianity's curriculum simply lies in what Jesus said: 'Accept my teachings and learn from me' Matthew 11:29, NCV.



'Teach them to obey everything that I have taught you.'

Matthew 28:20, NCV

Review



If you've read an interesting book, or watched an enjoyable film, or seen a great theatrical production and you would like to recommend it, this is the time to tell your fellow members why. Perhaps let your audience know

a little bit about your subject before you begin your review. Also let them know the possible benefits they can have if they read it or go to see it. As well as giving favourable comments, don't be afraid to say a few unfavourable things if certain parts were not to your liking. If you can, try to display the book or a programme, etc.



Alternatively, you can give a review of an art exhibition, a monthly magazine, a sports event, a tourist attraction, a flower festival, an orchestral concert, etc.

Feedback (Optional)

After some speeches the Toastmaster may ask one or more members to give the speaker some helpful feedback on the speech. Feedback

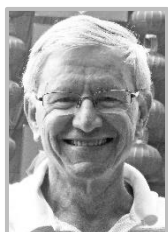
for each speaker should not last too long (usually less than a minute). The purpose of the feedback is to encourage and help the speaker. To give good feedback, you need to listen carefully. One of the highest compliments you can give someone who

is speaking is to pay close attention to what he/she is saying. For every speaker (except those who are experienced; see next paragraph) it's best to *only* give *positive* and *encouraging* feedback by highlighting and complimenting the good parts of the speech or presentation. If the speaker is young, a beginner or a guest, this is especially important. Negative comments must be avoided.

This paragraph applies to more experienced speakers. If OK with the Director and the speaker/s who agree to it, some more advanced Clubs can benefit from constructive evaluation. This is where the person giving the feedback will, in addition to some positive and encouraging comments, also mention one or two elements of the speech where (in his/her opinion) the speaker could improve and then suggest how they think that improvement could be achieved. Helpful feedback can be very beneficial for growth, not only to the speaker and evaluator, but to all the members. Of course, public feedback always has to be given very carefully and sensitively. Never offend. The feedback has to be concentrated on the speech/presentation itself and never be about the person who gave it. If you would like to give some helpful feedback, raise your hand and the Toastmaster may call you. Feedback can be discussed in the Business section. Only some Clubs will occasionally choose to include feedback.



'You're doing great.'





Cups (Optional)

At the end of each meeting the Chairperson may award one, two or three cups. The three cups are: the 'Best



Speaker Cup', the 'Best Contribution Cup' and the 'Best Achievement Cup'. It is the Chairperson's responsibility to decide who the cup or cups should go to. The cups are of equal importance. The Chairperson will announce who deserves each cup and why and then present them (with applause). The Chairperson may occasionally award one cup to share between two or more people. The cups are not to be kept.

Name: Personal Checklist

Be Chairperson, Topicsleader, Toastmaster and complete 10 speeches of your choice in any order from the 35 below to graduate. Only you can decide to pass or fail your own speech.

Speeches	Pg	✓	Date	Speeches	Pg	✓	Date
1 Add Humour	14			19 Life Skill	18		
2 Add Life	14			20 Life Tip	19		
3 Add Music	14			21 Miracle or Parable	19		
4 A Story	15			22 Misc. Presentation	20		
5 Bible Person	15			23 My Favourite Scripture	20		
6 Bible Study	15			24 News Report	20		
7 Crystal Clear	15			25 No Notes	20		
8 Game, Hobby or Sport	17			26 Pass It On	16		
9 Get the Facts	16			27 Practical Demonstration	21		
10 Good Speech	16			28 'Preach the Good News'	21		
11 Heart to Heart	16			29 Review	23		
12 Hi-Tech	18			30 Selling and Marketing	22		
13 Icebreaker	17			31 Speak with Purpose	22		
14 Impromptu	17			32 Stir to Action	22		
15 Inspire Speech	17			33 Teach Speech	23		
16 Intense Speech	18			34 Testimonial	22		
17 Joint Presentation	18			35 Theatrical Presentation	21		
18 Lesson from the Bible	18						
Chairperson	8			Toastmaster	8		
Topicsleader	8						



Certificates

Those who complete 10 speeches and have been Chairperson, Topicsleader and Toastmaster should be awarded a graduation certificate to mark their achievement. The certificate will be of value when attending job interviews, etc. Certificates should ideally be presented by someone from the Management Team at the last meeting of the Club year.



If appropriate, life achievement certificates can also be presented for especial accomplishments.

What Next?

For some *Ambassador College of Christian Ministry* or *Grace Communion Seminary* are recommended.

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Before Your Speech

- Double check everything and get to the meeting early. Be organised.
- Dress smartly. Your dress 'speaks' about you, your message and who you represent. Smart dress boosts confidence and credibility.
- Every time you speak, strive to have something worthwhile to say.
- Practice. Rehearse until confident, especially in the 24 hours beforehand.
- Pray about your speech.
- Prepare. The best antidote to nervousness is preparation (lots).
- Try to identify and then satisfy an audience need.
- Talk to others about your speech ideas and incorporate helpful suggestions.

**'Teach believers
with your life:
by word,
by demeanour,
by love,
by faith,
by integrity.'**

1 Timothy 4:12, *The Message*



Speech Delivery

- Adapt to your audience. Give a point extra time if you feel there's a need; conversely, move on if you feel a point is dragging. Read your audience.
- Have your notes well in mind. Use them discreetly. Only refer to them when necessary.
- If appropriate, make use of various visual aids. 'A picture is worth a thousand words.' If people see, as well as hear, they will remember more.
- If appropriate, use humour. Smile or laugh sometimes, especially in your opening comments.
- In your conclusion, perhaps close with a high-energy finish or, more usually, a summary.
- It often helps to pause between sections or points.
- Keep to your speech outline; if you get lost, your audience probably will too.
- Open with a smile, enthusiasm and rapport-building. Make your introduction interesting.
- Project your voice; ensure everyone can hear well. Occasionally vary your tone and pace.
- Reveal your specific purpose statement (SPS) clearly, briefly and early.
- Speak clearly. Use plain, understandable language. Don't rush. Articulate.
- Try to have good eye contact with your audience the majority of the time.
- Use natural hand gestures and body language as much as you can.

**'Be gracious
in your
speech.'**

Colossians 4:6,
The Message

Speeches in General



- A good speech starts where the audience is and ends where the speaker wants them to be.
- Alcohol: when permitted. Only after a speech, not before.
- Appropriate stories are a good communication tool.
- Be very careful what you say. Sharp words wound. If you are not sure, don't say it! Our spoken words can last a long time. Don't offend. Be courteous. Try to ensure every word is honest, upright and above-board. Always have integrity.
- Build a relationship with your audience, meet and get to know as many as you can before and after your speech.
- Encourage other speakers.
- Evaluate yourself and ask others how they think you could improve.
- In general, keep any readings short.
- It is usually better to be under time than over time. A golden rule is not to speak too long.
- Minimise distractions; if necessary, draw the curtains; don't fiddle with a pen, etc.
- The success of a speech should not be judged on the quantity and/or quality of what the speaker sends out, but on what the listeners take in.
- Usually, any printed hand-outs are best given out after, not during, your speech.

Bottom Line

Life Club understands that only Jesus is 'the way and the truth and the **life**' John 14:6, *NIV*.