

12/10/08

- Orders of Service--very short reminders in weeks leading up, and then in week of event something new and fresh to get attention
- Committee of the Week insert in Order of Service
- Verbal announcement to be read from Order of Service
- Last minute paper announcement only when necessary

Scroll down for the script

Script for the Announcer (A copy of this will be in the pulpit)

Ring of the Chime -- (Announcer rings small chime on stage to begin service)

Welcome and announcements

Good morning and welcome to the First Unitarian Universalist Society of Albany. My name is _____ and I am a member of _____ **Committee of the week** _____ which is the Committee of the Week. Our committee is responsible for _____. We would like you to join us in working on _____ **brief summary** _____. Come visit with us in Channing Hall after the service for more information.

Before we begin today's service, we have these announcements. I draw your attention to the following announcements in the Order of Service:

*Read starred * announcements - read the first one or two sentences only- omit details which congregants can read.*

We have these additional announcements.

Read any paper announcements that aren't already in the Order of Service

Reminders: Don't use acronyms (example: RSC= Religious Services Committee etc. - find out what acronym means before service). 2. If referring to sign-ups, ask the contact person to stand up so folk know who to talk to)

This ends the announcements. Late arrivals may be seated. As late arrivals are taking their seats, please turn and greet your neighbors. (*Wait for all to be quiet*) The service will now begin.

(Pause for late arrivals and community greeting, then Sam will ring the chime). Return to your seat.