

Script for the Announcer

Ringling 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, which is the Committee Focus this week. Our committee is responsible for _____. We would like you to join us in working on ___*brief summary—ONE minute maximum*___.

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 announcements in the Order of Service:

Read starred () announcements (if any-- 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: (1) Don't use acronyms—read whole name. (2) If referring to sign-ups, ask the contact person to stand up so folk know who to talk to.)

Welcoming guests and visitors

We enjoy welcoming guests and visitors to our service. If you have brought a guest, or are a visitor and would like to tell us who you are and where you're from, please stand or raise your hand. The usher will bring you a mike.

(Pause for newcomer introductions.)

(Read this line only if someone has introduced themselves:)

Thank you and welcome. If you would like to learn more about us, please stop by the Welcome Table for a short conversation about FUUSA and Unitarian Universalism with folks from the Membership Committee.

This ends the announcements. Those waiting may now be seated. As they are taking their seats, please turn and greet your neighbors *(pause, wait for all to be quiet)*. The service will now begin.

(Pause for late arrivals, then ring the chime.)

Return to your seat.