

powerpoint projector, electrical hookups etc.). That way Dave Stone can set things up beforehand and you won't be scurrying around at the last minute.

- Arrive early to welcome the guest.
- If you find that you are unable to be the Service Leader on a day assigned, it is your responsibility to find a replacement. After you have done so, notify the Religious Services Chair and Dave Stone in the office immediately telling us who will be your replacement. The RSC chair Sigrin Newell can email you a list of trained service leaders (sigrin.newell@waldenu.edu)

SUNDAY CHECKLIST

Read and practice the script beforehand.

1. Arrive at the church at least 20 minutes before the service. Find the guest, introduce yourself, and make him/her feel welcome. If special equipment is needed, be sure it's set up. Go over the Order Of Service with the guest ensuring that each knows the timing and their duties during the Service.
2. Check to see who the Chalice lighter will be and read over the child's bio. (Should be in a folder outside of RE window. If no one is scheduled, try to recruit someone!).
4. Light a candle from which the Chalice will be lit.
5. Be sure there's a glass of water on the pulpit for the guest.
6. Be sure the PA system is on and ready - Dave Stone will take care of this - just check it. If it's not on, find Dave for help.
7. Find out the name of the front and balcony usher and write them in your script.
- 8.. Be sure you have a hymnal/s available when you return to a seat in the pews - you may be able to share with the announcer.
10. Review the order of service. Be sure you see where to stop to let latecomers in.

Sunday Service Script (with Guest in the pulpit)

Announcer says: This ends the announcements. 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 after announcements.

Wait for late arrivals to be seated. Do not begin until all are quiet.

Second Ringing of the Chime -- **Service Leader** rings small chime. Chime may need to be rung twice - once to get people to stop chatting, once to signal start.

Call to Celebration -- Good Morning. My name is _____ (and I am a member of _____). This morning we welcome to our pulpit a guest. _____ *name* _____ who is _____ *title/role* _____. *Give a one paragraph introduction of the guest.*

We begin with these words:

Service Leader *Do reading or 2 minute reflection as planned with guest or Rev. Sam.*

Prelude – *Music Director*

Chalice Lighting -- **Service leader** *Read child's bio and assist the child in lighting the chalice (or have guest help)*

Welcoming all free seekers of truth and meaning, we gather to excite the human spirit, to inspire its growth and development, to respond morally and ethically to a troubled world, and to sustain a vital and nurturing religious community.)

Hymn No. ____ -- **Service Leader** *introduces (late arrivals are seated)*

Kids' Time – *2nd service Member of Kids' Time Team or Service leader will do this, unless otherwise agreed upon. (Hymn 414 to sing out the children - in Order of Service)*

Welcoming guests and visitors – **Service Leader**

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 new has introduced themselves):

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

Joys and Sorrows – **Service Leader** (*Discuss with guest how to share this*)

This is the time set aside in our service for sharing personal joys and sorrows in our lives. If you have a joy or sorrow that you would like to remember, please come forward, choose a stone and place it in the bowl on the table. At that time you may also give a copy of your written remembrance to the minister. You will find a card in the back pocket of the hymnal.

If you feel moved to tell us the nature of your joy or sorrow, please wait with the usher at this microphone.

The usher will manage the microphone. Wait on the stage until that is finished.

Service leader or Guest *should read the cards which will be passed up by the usher.*

We would like to share the following written joys and sorrows with the congregation.

(After Joys and Sorrow readings, read the following from the stage and then step down and move one more stone and be seated in the front pew)

As I select one more stone on behalf of those Joys and Sorrows that are left unspoken, let us hold all that we've heard and felt in our hearts.