



Service Leader Guidelines

Thank you for volunteering to lead a UU service!

- Remember this is *your* service; these guidelines are intended to support you, not restrict you. You are welcome to design the service of your choice (e.g. all music, all meditation, or all discussion).
- Please be sure to respect our attendees', musician's, and RE provider's time by beginning promptly at 11:35 and ending by 12:30.

What follows is a suggested timeline for preparing your service and the Order of Service (OOS). We encourage you to enlist the help of your worship coordinator or friends in developing your service.

Service Preparation: three to four weeks in advance

- Choose a theme and write or select a message.
 - Most of our Service Leaders choose to organize their service on their own. **Please submit your title to either your monthly liaison or Becky W. for inclusion in the spread sheet.**
 - Theme ideas can be gathered from the UU liturgical year, the Seven Principles, or reflections in your own life. Consider including a reference to the Seven Principles in your message.
 - Writing a sermon can require 15-20 hours of time, so please plan accordingly.
 - You can also borrow from, or deliver, sermons available online, which are almost always copyright free. Useful websites: uua.org/worshipweb, bigskyuu.org, <http://www.tc.umn.edu/~parkx032/Y-SERNET.html> ("10,000 sermons"). Make sure to credit the source in your Order of Service (OOS).
 - Your message should fill between 15 and 20 minutes.
- Consider options for music and readings.
 - Bring home a hymnal and an Open Your Heart Songbook to review music possibilities. Spirit of Life (#123) has been frequently used; a list of "singable songs" is posted in the Worship Guidelines section of the BSUUF website. **The worship committee has agreed to keep the closing circle consistent and predictable by using either Shalom (#400) or Dona Nobis Pacem (#388).** Judy Fjell is a professional musician and UU leader. When available, she is happy to lead service music.
 - If you are interested in hiring an outside musician, contact Jeanne Powell about reimbursement. We pay \$50 to visiting musicians.

Service Preparation: two weeks in advance

- Suggest music or hymns you wish to incorporate to the scheduled pianist.
 - Check the spread sheet for your assigned pianist. Our pianists are: Cheryl McKenty is 442-1390, dcmcken@bresnan.net; Karen Maclean is 442-1499, 7echoes@bresnan.net
 - If the pianist has not received your hymn choices by one week before the service, she will choose two hymns and provide the numbers to you.
- Choose a children's book for the Story for All Ages, and solicit a reader.
 - The book should be relatively short with a reading time of about 5 minutes, and have large illustrations. For longer stories, consider choosing a key section.
 - The library catalogue lists children's books by subject and indicates availability. Librarians at Lewis and Clark or Peg Hunter can also assist you in choosing a book that relates to your theme.
 - Ask your reader to include a *moral of the story* brief discussion with the kids.
 - We encourage you to plan a short activity, song, or oral tale for the children instead of a storybook.



Service Preparation: one week or less

- Print a copy of your message in a large font, for readability, and with page numbers. Practice reading your message aloud and with a timer. Focus on reading slowly, and pausing between sentences.
- Complete the Order of Service (OOS) template.
 - The spread sheet will list the greeter and coffee host names for the OOS, and the title of next week's service. Please also thank the pianist in the OOS.
 - Copy and paste announcements from Thursday email. You may have to pair down announcements to fit in the program.
- Make 40-45 copies of the Order of Service for potluck Sundays, 35 for regular Sundays.
 - Copy shop options: .03 per copy at The Copy Shop on Euclid (not open on Sat); .20 per copy at Allegra; .18 at Staples or Office Depot for double-sided.
 - You may choose to submit your receipt to the treasurer (Rebecca or Jeanne). In a pinch, Plymouth will make their copier available.
 - Also make copies of new materials (e.g. reading from outside the hymnal or lyrics not in a songbook) and insert in OOS. If you choose this option, please gather copies and deliver to Becky who will keep them on file.
- Set aside one OOS for your use at the lectern. Record your readers, and who you plan to use for chalice lighting and offering, so that the moderation is seamless
- You may choose to gather items, such as flowers or candles, for our altar.

Service Day

- Arrive at Plymouth at 11:10; UCC members will be processing out of the sanctuary until about 11:15.
- Sanctuary set up
 - Your worship coordinator will help locate and move table and cloth, chalice and matches, microphone, chime and dinger, UU banner, laminated welcome statement, and offering plates.
 - The banner is in room 7 (locked until a member of the board arrives). The rest of the items are in the North corner of the sanctuary. Douse Congregationalist candles if not already out.
- The sound system should be on from the Plymouth service. Get the hand-held wireless microphone for Joys and Concerns, Reflections, and Joys and Concerns, and the lapel microphone for the Story for All Ages presenter (often left on the pew nearest the lectern).
- When greeters arrive, hand them all of your OOS copies.
- Solicit members (ideally children) to light and extinguish the chalice, to collect the offering, and for passing the hand-held microphone for Joys and Concerns and Reflections.

Service Delivery

- Begin your service at precisely 11:35 and end at 12:30.
 - There is a small digital clock for the podium in the UU altar basket for time tracking. If needed, you may choose to cut short Reflections, eliminate a reading or hymn, or leave out the closing song.
 - Encourage members to continue discussion over coffee.
- Introduce the components of your service with context for why they're meaningful.
- Make a special effort to provide directions to visitors, such as "Please stand for the hymn #" and "Please sit of the offering hymn, Thank you for your loving hands, which is on p. 25 of the large white songbook".
- For Announcements, point out those in the OOS without reading them.
- Lead the fellowship in joining hands to sing either Shalom #400 or Dona Nobis Pacem #388.



Closing Sanctuary

- Put away all service implements with your monthly coordinator. The “Closing Down the Sanctuary” list is in the Worship Basket. Be sure to check off all of the listed items, including battery recharging and thermostat readjustment.
- A board member is responsible for closing down the building, but you and your worship coordinator are responsible for closing down the sanctuary.

Thank you again for your lay leadership!