

Service Leader Guide (10-14-09)

Lay Leaders set the tone for the entire service. They are in a sense, the “midwife” for each service, enabling the service to flow. Readings chosen and words spoken as well as hymns are to relate directly to the service or theme for the year and to keep the flow of the service smooth. The following music consultants may be helpful in selecting appropriate hymns: *Elizabeth Rose, Sherrill Dolezilek, Barry Pyle, Dee Mast*

- 1) Find out the name of the speaker and the title of his/her talk. Pass the title on to Trace Klein by Tuesday mornings. She is responsible for arranging for an ad in the Bozeman Daily Chronicle. Let the speaker know that we usually like folks to speak around 20-25 minutes. Ask the speaker to provide three copies of his/her talk to **Bill Weifenbach** and others who may be hearing impaired. UUFB Central will make copies. If the speaker is from outside of the Fellowship, please try to get some biographical information so that you can introduce them.
- 2) Ask the speaker if they have any particular readings or hymns/songs they would like to use for the service. If not, pick out readings and hymns/songs. We usually have an opening hymn and a closing hymn. We try to have a chalice lighting reading, a reading prior to the main presentation (which may be a responsive reading), and a chalice extinguishing reading.
- 3) All order of service information should be forwarded to Trace (uufbadmin@gmail.com) no later than **Thursday noon** prior to the Sunday of the presentation. She needs to give the musicians the hymns by then as well.
- 4) When you get to the Senior Center, get a copy of the order of service. Mark your parts.
- 5) Ask a child or youth to be the chalice lighter **prior to the service**.
- 6) Check the microphone system to make sure it is on. Please stand back from the microphone when speaking as it is very sensitive. **Remember to turn off the microphone when you are singing** or else you will be doing a solo.

7) Start promptly at 10:00.

Here is the order of service we are using this year. Of course the format can be changed for special services.

Welcome and Announcements

- We as a congregation love to yak before the service. So, there needs to be a way to get us in our seats and quiet. Sing “Come, Come, Whoever You Are” (or recruit someone else to sing it) or you can simply “ding” the chime 3 times and hope.

- Welcome everyone to the fellowship, those who are members and friends and those who are visiting (try to avoid saying “Good Morning). Invite visitors to join us for coffee after the service. If they are interested in knowing more about the Fellowship, they should speak with a member of the membership committee after the service- ask membership committee members to raise their hands. Direct people to **read the announcements printed in the bulletin. Say: “If there are any other announcements related to the activities of the UUFB that are not in the bulletin or cannot be posted on the Bulletin Board in the back, please come forward.”**

- Invite people to share the hand of friendship with one another. *Time this part.* Keep it to 45 seconds if at all possible. Ding the chime to let people know that they should return to their seats

Prelude

There is no need to introduce the Prelude. Just let the musician play.

Words of Ingathering

This is to be read by you the lay leader, not the congregation.

**"Come into this place of peace
And let its stillness heal your spirit;
Come into this place of memory
And let its history warm your soul;
Come into this place of prophecy and power
And let its vision change your heart."**

Moment of Silence

Invite the congregation to enter into a moment of silence. This is between thirty seconds to a minute. Introduce it with words that explain that this is a time when we let go of all that we have carried in with us, a moment to reflect, to center ourselves, to simply become present. Use whatever language works for you. End the silence by dinging the chime.

Lighting of the Chalice and Peace Candle

The chalice lighting reading calls us together as a community. These readings are not to be political but more inspirational in nature. These kinds of readings can be found in the back of our hymnals. They can be taken from religious traditions from around the world. They can be poetry. These **readings are to be short: 1 minute maximum**. If you need more ideas for readings, please go to the additional resources at the end of this file.

Invite your chalice lighter to come forward . If the lighter is a child, light a match and then help the child light the taper that they will use to light the **chalice candle**. Have them stand next to you as you read what you have chosen.

Then turn on the **peace candle** (note the **peace candle** is battery operated, switch is on the bottom) with words something like, “While our nation is at war we light the **peace candle** recognizing it is possible to live in peace.”

Reading of Covenant

Ask people to read the covenant together

Opening Hymn

Announce the number and title of the hymn. Say something like:

“Please rise in body or spirit to sing Hymn #...” or

“Please stand if you are willing and able to sing Hymn #...”

Story for All Ages

Invite the children to come forward.

Turn the microphone off.

There should be a mike set up for the SFAA giver. You may help turn it on. As the children are leaving, the congregation will sing “Go Now In Peace.” Turn the SFAA mike off, and turn your microphone back on.

Responsive Reading/Reading

If you have chosen a responsive reading, please invite people to turn to #... You will read the non-italicized parts. If it is not a responsive reading, then just read what you have chosen.

Sermon/Presentation

If the speaker is an outside speaker, you may want to briefly introduce them to the congregation and call the speaker up. If the speaker is in house you may want to call them up by name. After you have introduced the speaker, please sit down.

The difference between a sermon and a presentation is usually that a sermon is given by clergy. Sermons are crafted differently than presentations.

Musical Meditation

This is the response to the sermon/presentation. You do not need to introduce it.

Joys and Concerns

“This is our fellowship, our community, in which we share and find strength and common purpose. Let us open our minds and hearts to one another to listen with love and understanding. If you have a joy or concern you would like to share, we invite you to come forward, place a stone in the water, tell us your name and your joy or concern. Please use the microphone.”

When folks are finished please say “ I add this last stone for all the joys and concerns left unspoken in our hearts.”

We end our Joys and Concerns by singing the insert song “Comfort Me.” You do not need to introduce it.

You can help the Joys and Concerns flow. If someone should share something painful or difficult, you can ask the next person to wait a moment before sharing their joy or concern.

Offering

The greeters know to come forward to pass the plates around. Introduce the offering by saying something like, "At this time we offer you an opportunity to support the work and life of our fellowship. " Please add: "First time visitors are asked to let the plate go by. The gift of your presence is enough."

Or :

"The offering is a sign of commitment to a free Fellowship which is supported by the voluntary generosity of all who join with us. The offering is given and received in grateful appreciation of our shared hopes and values. If you are visiting us for the first time please let the plate pass you by. Your presence with us today is gift enough."

Or:

We give not because we must

But because we may

To give is always an opportunity,

A way to acknowledge that this

Community is my community

Which has need of me

And I of it.

Let us give in support of the work

And ministry of this congregation.

If you are visiting us for the first time please let the plate pass you by. Your presence with us today is gift enough."

Place the plates on the altar after they have been collected. The money is counted by members of the Finance Committee after the service.

Closing Hymn

Invite people to rise in mind or body and sing Hymn #... Ask people to remain standing through the Chalice Extinguishing.

Chalice Extinguishing

Extinguish the chalice and read while the folks are still standing. The chalice reading sends us back out into the world. Once again, the readings should not be political in nature but inspiring or comforting.

Closing Circle and Song

Invite those who are able to form our closing circle and ask them to bring their bulletins with them if they need the words to the closing song.

You get to choose the closing song. We have three that we choose from:

“Go Lifted Up”

“Shalom”

“From You I Receive”

Some General Comments

There is no need to introduce each part of the service; we don't introduce our rituals; we do them. If we have special music, the musician's names are usually printed in the bulletins. There is no need to introduce them either. It is suggested that you ask people to stand and be seated as appropriate.

Please do not be intimidated by the above. If you have any questions, feel free to talk with Lois. We are looking for participation from as many of our friends and members as possible. We are not looking for perfection. Try and enjoy! And thanks for your willingness to lead our services. Remember to speak slowly and loudly.

Additional Resources

WORSHIP WEB

<http://www.uua.org/spirituallife/worshipweb/index.php>

INTERGENERATIONAL WORSHIP

<http://www.uuintergenerational.org/>

WHAT A SERMON IS

<http://www.uua.org/leaders/leaderslibrary/leaderslibrary/interconnections/45682.shtml>

CULTURAL MISAPPROPRIATION IN WORSHIP

<http://www.uua.org/leaders/leaderslibrary/leaderslibrary/interconnections/45522.shtml>

AN EXPLANATION OF THE ELEMENTS OF A SERVICE
<http://archive.uua.org/worshipweb/commonworship/>

WORSHIP FOR ALL AGES

http://www.uua.org/documents/recc/reader_worship.pdf
(I can't get this one to link. Please cut and paste.)