

## **Unitarian Universalist Fellowship of Bozeman (UUFB)**

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### **INFORMATION FOR SPEAKERS FROM WITHIN THE FELLOWSHIP**

*The Sunday morning service (focuses) on the spiritual vitality of the sermon, where all the elements (come) together – instruction, guidance, inspiration, conviction, dedication, and challenge – in an enveloping, all-embracing Presence.*

*Rev. Dr. Howard Thurman*

Thanks for agreeing to give, or to consider giving, a presentation at a UUFB Sunday service. We've divided these information pages into four parts:

- ❖ Qualities of a memorable presentation
- ❖ The nuts and bolts of presentations
- ❖ When in doubt, remember ...
- ❖ Sample order of service

#### **QUALITIES OF A MEMORABLE PRESENTATION**

According to our members, especially meaningful presentations at UUFB services usually have one or more of these characteristics. We feel that there should be a clear difference between a lecture at the university and a presentation at one of our services, and in that spirit we offer these as a guide to thinking about how to approach yours:

Inspires us to be our best selves  
Attends with sensitivity to the conscience and heart  
Has a moral dimension  
Inspires us to care  
Enlists us in doing something that matters  
Establishes a bond with tradition or community  
Connects us to something larger than self, e.g., the rest of humanity, the web of life, the larger universe  
Stimulates both mind and spirit or emotions – both head and heart

## THE NUTS AND BOLTS OF PRESENTATIONS

*Presentation length.* Please plan your presentation to be about 20 minutes long. A rough rule of thumb is that 20 minutes amounts to about 2,500-3,000 words, but individual speakers vary considerably, so please practice your talk to be sure of the timing.

If, rather than being a single speaker, you are part of a team doing the presentation, please work out the timing with your team or with the coordinator of the service.

*Theme, creativity, and coordination.* For a service that leaves a lasting impression, work with your service leader (and/or team members) to create a service where the other major elements –the readings, Story for All Ages, and music – reinforce the theme of the presentation.

It's fine to use some creative license with the Order of Service; please use the sample below as a guide, not necessarily as a required outline.

*A couple of caveats.* First, our non-profit, tax-exempt status prevents us from expressing a preference, for or against, any candidate for electoral office or his or her views. We also generally avoid expressing partisan preferences of any kind in our services.

Second, to be fair to everyone in the Fellowship, please don't make overt solicitations during the presentation for causes or organizations you're involved with. Instead, consider using one of the methods the Fellowship provides for this sort of communication: either post information on the bulletin board, or set up a table at the back of the hall where you can offer information and/or speak to interested people after the service. Another option is to ask the Board of Directors to consider a special offering for an organization that works on the issues raised in your presentation.

*Copies of your presentation.* For our members with hearing difficulties, please bring three paper copies of your presentation to the service. Also please email a copy to Trace at UU Central so it can be made available after the service.

### WHEN IN DOUBT, REMEMBER ...

... that as Unitarian Universalists, we are united by our Seven Principles, which emphasize human dignity, social justice, spiritual growth, the free and responsible search for truth and meaning, world community and peace, and respect for the web of life; and ...

... that the sources of our inspiration lie in world religions, humanism, earth-centered spirituality, the experience of mystery and wonder, and the words and deeds of prophetic men and women everywhere.

**THANK YOU FOR YOUR WILLINGNESS TO SPEAK TO OUR FELLOWSHIP!**

**SAMPLE ORDER OF SERVICE****“Attitudes of Gratitude”**

November 23rd, 2008

**Service Leader****Eva Patten****Musicians****The Quartet: Stephen Guggenheim,  
Sara Williams, Iliana Maifeld-Carucci, Dee Mast****Welcome and Announcements****Hand of Friendship****Musical Prelude****Moment of Silence****Words of Ingathering****Chalice Lighting and Reading****Reading of Covenant (All)**

Love is the spirit of this church, and service is its prayer.

This is our covenant with one another and The Spirit of Life:

To live together in peace, to seek truth in freedom, and to help one another.

**Opening Hymn #21****“For the Beauty of the Earth”****Story for All Ages****Carol Stahl****Reading****“Messenger” by Mary Oliver****Presentation****“Attitudes of Gratitude”****Susan Bianchini, Jack Fisher,  
Neil Gregersen, Linda Kirkconnell****Musical Meditation****Joys & Concerns** (Please keep your remarks personal and brief so that all may share in this time.)

We ask you to take a stone and drop into the bowl of water to symbolize your joy or concern.)

**Musical Response****“Comfort Me”****Offering**

(Special Offering for the Gallatin Valley Food Bank)

**Closing Hymn #349****“We Gather Together”****Chalice Extinguishing and Reading****Closing Circle and Song****“From You I Receive”**