**Script for the Announcer**

**Please note: in the current service format, the Announcer does not** begin the service. Your role begins AFTER the Chalice Lighting or as noted in the Order of Service.

**Welcome**

Good morning and welcome to the First Unitarian Universalist Society of Albany. My name is \_\_\_\_\_\_\_\_\_\_ .

If you’re presenting a Committee Focus, it comes next. If not, proceed to “Welcoming Guests and Visitors” below.

**Optional Committee Focus**

I am a member of \_\_\_\_ Committee, which is the Committee Focus this week. *Present brief summary—****TWO-minute maximum*** *-- about your committee and its work*.

**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 microphone so that everyone can hear you. *(Pause for newcomer introductions.)*

*Read this line only if an introduction has happened:* Thank you and welcome.

 *Continue here:*

If anyone would like to learn more about this congregation or about Unitarian Universalism, please stop by the Welcome Table in the lobby.

**Congregational Greeting**

Please take this opportunity to turn and greet **the people seated near you**. *(Pause.)*

***When children are in the service, the Wisdom Story (Children’s Story) takes place now, then children leave, and the Announcer resumes.***  *If there is no Wisdom Story, wait for the Congregational Greeting to be completed and for quiet before continuing.*

**Announcements**

Before we continue with today’s service, we have these announcements:

*Read any paper announcements that aren’t already in the Order of Service. If there’s a related item in the Order of Service, it’s okay to read an announcement about an item that’s very important or immediately pending (use your best judgment). (Reminders: (1) Don’t use acronyms—read whole name. (2) If referring to sign-ups, ask the contact person to stand up so folks know whom to talk to.)*

I also draw your attention to the announcements printed in the Order of Service.

*Return to your seat with the congregation.*