|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of****minutes** |  | Usually done by; Explanation | ENTER: Titles,Composer, Hymn numbers, etc. | ENTER: Names of additional performers, if any |
|  |  **Pre-service Music (Optional)** | Musician |  |  |
|  | Ringing of the Chime  | Service Associate |  |  |
| 2 | Welcome and Introduction of Guest  | Service Associate  |  |  |
| 2-3 | Call to Celebration | Service Associate (or Presenter) |  |  |
| 3-4 | Prelude  | Musician  |   |  |
| 1 | Chalice Lighting  | Service Associate leads words printed in order of service; Guest lights chalice (reverse roles if desired) |  |  |
| 2-3 | Hymn No.  | Service Associate introduces |  | Congregation |
| 1-3 | Welcoming Guests and Visitors | Service Associate |  |  |
| 2 | Community Greeting | Service Associate |  |  |
|  | Second Ringing of Chime | Service Associate |  |  |
| 1-2 | Announcements  | Service Associate |  |  |
| 3-6 | Personal Joys and Sorrows | Service Associate begins and ends; Musician plays soft music as people file up to move stones; stops when stone-moving complete. |  |  |
| 1-3 | Spoken Meditation  (optional)  | Guest Presenter |  |  |
| 1-2 | Silent Meditation  (optional)  | Guest intros, SA rings chime @ end |  |  |
| 3 | Musical Selection or Hymn | Musician or Congregation |  |  |
| 5 | Reading  | Guest Presenter |  |  |
| 2-4 | Offertory  / Offertory music   | Service Associate introduces Offertory; Musician provides music |  |  |
| 20 | Sermon    | Guest Presenter |  |  |
| 2-3 | Hymn No. | Guest introduces |  | Congregation |
| 1 | Unison Extinguishing of the Chalice | Guest leads reading of words printed in order of service; SA extinguishes chalice (reverse roles if desired) |  |  |
| 1-2 | Closing Words | Guest Presenter |  |  |
| 2 | Postlude | Musician (can be formal, with congregants invited to sit, or informal as background during egress – at option of musician) |  |  |

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