

First Unitarian Universalist Society of Albany

A Welcoming Congregation

405 Washington Avenue, Albany, NY 12206 • Phone 518.463.7135 • Fax 518.463.1429
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Greetings!

We are pleased that you have agreed to be **Service Associate**. Enclosed is information you need to prepare, including a list of roles and responsibilities and a copy of the Service Associate script.

The Service Associate role is for when we have a pulpit guest, and is key to a smooth-running service. A guest may have questions about how we do things in our service. **Please contact the guest several weeks in advance and be prepared to answer their questions, as well as to discuss how to handle the Call to Celebration and to make any other planning decisions.** Explain to the guest that you will be their host while they are at Albany UU, and plan to be here to welcome them at the arrival time they choose, usually at least 30 minutes before the service starts.

Carefully review the checklist and the Service Associate script prior to the Sunday service so that you will be well prepared to perform your role.

If you have any questions, please email or call the chair of the Religious Services Committee, (Dawn Dana; ddana1@nycap.rr.com; 518-446-0382).

If you find that you are unable to be the Service Associate on the date assigned, notify the Religious Services Chair and the Albany UU office immediately so that we can find a replacement for you promptly.

Sincerely,

Dawn Dana and Religious Services Committee

SERVICE ASSOCIATE PREPARATION (with Guest in pulpit)

General Roles and Responsibilities of a Service Associate

Please contact the guest minister/speaker at least two weeks in advance of the Service to begin to plan/assist in preparation for the service. This assistance may include selection of hymns or other music, a story for all ages, or readings. If you would like to participate in the ministry, you are encouraged to come up with the Call to Celebration--you can either write a couple of paragraphs tying your own experience to the sermon topic, find a poem/paragraph, or find something in the readings at the back of the hymnal. Note: This must be limited to 2 minutes - time it beforehand. If you prefer, the guest will choose the words for you to read.

The way to start is to phone or email the guest minister/speaker (Religious Services Committee chair will give you the contact info) to discuss service planning. Remember, you are an integral part of the Service.

Your tasks before Sunday

--Contact guest minister/speaker:

Make sure they have received Order of Service template.

Discuss how to handle the Call to Celebration and to make any other planning decisions.

Let them know if the children will be in the service, and who will be doing the story (Leah Purcell or guest) and give them Leah's contact info.

Make sure they are in communication with Music Director/other musician.

Make sure they know to send Order of Service details to the Albany UU office by the Wednesday before their service and have that contact info (Windows@albanyuu.org).

Find out what time on Sunday they plan to arrive, and tell them you will be there to welcome them and show them around.

--Prepare Call to Celebration.

--Practice the Service Associate script.

--Call the Albany UU office on Friday morning if you would like a pdf of the final Order of Service.

--Promptly respond to e-mails and requests from the Religious Services Chair or Rev. Sam relating to Service Associate duties.

--Give the guest this list of contacts:

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|-------------------------|---|--|--------------|
| Leah Purcell | Director of Religious Education and Family Ministry | dre@albanyuu.org | 518-463-7135 |
| Dr. Richard Porterfield | Music Director | Music.director@albanyuu.org | 646-575-8320 |
| Tammy Hathaway | Church Administrator | admin@albanyuu.org Windows@albanyuu.org | 518-463-7135 |
| Sapphire Correa | Administrative Assistant | office@albanyuu.org Windows@albanyuu.org | 518-463-7135 |

SUNDAY CHECKLIST

1. Arrive at the church at the time you and the guest have agreed upon. Show them to Sam's office and give them an Order of Service.
2. Show them rest rooms, Community Hall or Sanctuary, and Channing Hall.
3. Meet with the guest: go over the Order of Service, ensuring that each knows the timing and duties during the Service.
4. Check on whether the chime bowl and gong are on the small table on the Community Hall stage. If not, they're stored in Sam's office. You should check and retrieve them if need be.
5. The Chalice Lighter's* name and bio will be on a piece of paper in the pulpit. If it is not there ask Leah Purcell for it. Read over the child's bio.
6. Write in your script: name of chalice lighter, name of the Lead Usher.
7. Review the order of service.
8. Light a candle from which the Chalice will be lit. (In Community Hall--a tea light. In Sanctuary—one of the Joys candles.)
9. Be sure there's a glass of water on the pulpit shelf for the minister.
10. Be sure the PA system is on and ready. Custodian Izzy Wright will take care of this--just check it. If it's not on, find Izzy for help.
11. Do a sound check with the guest. Be sure they know they must speak into a microphone the whole time, both for the sake of those using hearing assist devices and for recording the service.
12. Be sure you have a hymnal/s available if/when you return to a seat in the pews. You may be able to share with the announcer.
13. Check with the Music Director about the Postlude. If it's a hymn, choir selection or special musical offering, the congregation can be invited to sit for the Postlude. Otherwise, the guest and Service Associate usually leave the stage when the Postlude begins.

* When the children are in Family Chapel, usually the first Sunday of the month, you or the pulpit guest will be the Chalice Lighter. There also will not be a children's story. Also, even when children are in the service, sometimes no child signs up to be Chalice Lighter. When there's no child, the Service Associate can lead the chalice lighting words while the guest lights the chalice, or you can reverse these roles. Discuss this with the pulpit guest.