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| **Length**  **in min.** | **Order of Service item** | **Usually done by; Explanation** | **ENTER: Titles, Authors, Hymn numbers, Readings, etc.** | **ENTER: Name of person doing each item** |
| **5** | **Gathering Songs** | Music Director, before 10:00 AM |  |  |
|  | **Ringing of the Chime** | Service Associate |  |  |
| **2** | **Welcome and Introduction of Guest** | Service Associate |  |  |
| **2-3** | **Call to Celebration** | Service Associate (or Guest Presenter) |  |  |
| **3-4** | **Prelude** | Music Director |  |  |
| **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 |  |  |
| **2-4** | **Welcome and Committee Focus** | Announcer/Committee of the Week |  |  |
| **1-3** | **Welcoming Guests and Visitors** | Announcer |  |  |
| **2** | **Community Greeting** | Announcer; SA rings chime to end |  |  |
| **5-7** | **Wisdom Story** | DRE or Guest Presenter |  |  |
| **1** | **Singing the Children Out** | Congregation |  |  |
| **1-2** | **Announcements** | Announcer |  |  |
| **3-6** | **Personal Joys & Sorrows** | Service Associate begins and ends |  |  |
| **2-3** | **Hymn No.** | Service Associate introduces |  |  |
| **1-3** | **Spoken Meditation**  **(optional**) | Guest Presenter |  |  |
| **1** | **Silent Meditation**  **(optional**) | Guest intros, SA rings chime @ end |  |  |
| **5** | **Reading (optional)** | Guest Presenter |  |  |
| **2-3** | **Musical Interlude (optional**) | Music Director |  |  |
| **20** | **Sermon** | Guest Presenter |  |  |
| **2-4** | **Offertory** | Service Associate introduces; music by choir or Music Director. |  |  |
| **1** | **Unison Extinguishing of the Chalice** | Guest leads reading of words printed in order of service; SA extinguishes chalice (or reverse roles) |  |  |
| **1-2** | **Closing Words** | Guest Presenter |  |  |
| **2-5** | **Hymn No. AND/OR Postlude** | Guest Presenter introduces hymn  AND/OR Music Director presents Postlude |  |  |