

12/1/2021

**Service Associate for Guest  
Presenter**



Greetings.

Thank you for offering to be a Service Associate for a pulpit guest presenter. The role is especially important this year, in helping to ensure that our multiplatform services flow smoothly.

Our service components are arranged in three segments, as follows:

- Part I – Liturgical
- Part II – The Message of the Day
- Part III – Religious Community

The Service Associate role with a guest presenter in the pulpit spans all three segments of the service. The guest presenter is introduced at the beginning of Part I, and is then briefly reintroduced when Facebook viewers join us at the beginning of Part II. The pulpit guest's role is usually limited in Part I. The guest handles most Part II elements and several elements in Part III.

A Pastoral Care Associate (PCA) on Zoom will typically handle the tasks associated with Joys & Sorrows in Part III, although the words are included in your script for those occasions when, by pre-arrangement, the Service Associate presents that ritual. The PCA's role is, however, complete when they have finished reading the items posted in the Zoom Chat. The closing text of Joys & Sorrows and moving of a final stone in Community Hall is handled by you, the Service Associate.

Our expectation as we transition back to in-person services is that services will be presented from Community Hall, and the Service Associate should plan to be there on Sunday morning with the pulpit guest. Many congregants will continue to attend via Zoom, so the service elements must be directed to both virtual and in-person attendance.

Service Associate preparation includes the following tasks:

- Please contact the guest presenter at least two weeks before the Service to plan / assist in preparing for the service. An Order of Service template will be provided to both you and the guest presenter to use as a planning tool and to record information about service selections.
- Decide with the pulpit guest what your respective roles will be in the following service elements:
  - Call to Celebration
  - Chalice Lighting (one of you can lead the words while the other lights the chalice)
  - Prayer of Affirmation
  - Chalice Extinguishing (one lead the words while the other extinguishes)
  - Benediction/Closing Words
- Assist the church office in obtaining the information needed to finalize the Order of Service.
- As Service Associate, you will introduce and present several items that will require you to read the information on the Zoom slide seen by both virtual and in-person attendees. These elements may include:
  - Prelude
  - Opening Hymn
  - Offertory Music
  - Closing Hymn

- Acknowledgements/thank yous
- Announcements
- You'll be provided by the church office with a file of the slide deck for your Sunday. Review these slides to familiarize yourself with the information you'll present. It may be helpful to print those slides to include with your script, or to digitally insert the material into your script.
- Read the script carefully and review the slide deck BEFORE Sunday, so you know what to do.
- Discuss with the guest and the MmT on duty the scheduling of a service run-through. This run-through would involve at least the three of you, and ideally also the Pastoral Care Associate who will present Joys & Sorrows, as well as anyone else with a speaking role. Such run-throughs will help all involved to be more comfortable about knowing when to speak and will facilitate smooth transitions in the service. A run-through is highly recommended.
- Ask the pulpit guest whether they are willing to offer an optional conversational response for ~20-25 minutes following the service. These are held in Community Hall, and congregants in the hall and on Zoom are welcome to participate. The Service Associate should help with microphone management, as everyone in the hall must use the mic to be audible to those on Zoom. There is verbiage about the session in the closing script. If a response will NOT be held, simply eliminate that language from your closing.
- If you find that you are unable to be the Service Associate for the day assigned, contact Dawn Dana immediately.

*If you have any questions, please email or call:*

Rev. Sam Trumbore, Minister: [minister@albanyuu.org](mailto:minister@albanyuu.org), 518-366-4532

Tammy Hathaway, Church Administrator: [admin@albanyuu.org](mailto:admin@albanyuu.org), 701-426-9307

Patience Pechette, Administrative Assistant: [office@albanyuu.org](mailto:office@albanyuu.org), 518-937-1765 or 518-463-7135

Dawn Dana, Chair, Religious Services Committee, [dawn.dana56@gmail.com](mailto:dawn.dana56@gmail.com), 518-495-8282

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**IMPORTANT:** This script is intended for use when a guest is in the pulpit. The Service Associate role spans the entire service. Note that the Joys & Sorrows ritual in Part III will typically be handled by a Pastoral Care Associate. That portion of the script is provided for your information, and for any occasions (by pre-arrangement) when the Service Associate presents Joys & Sorrows.

## **PART I – LITURGICAL**

**Ringling bell or chime – Service Associate**  
*Service Associate rings chime.*

**Welcome and Introduction of Pulpit Guest – Service Associate**

Good morning and welcome to the First Unitarian Universalist Society of Albany. My name is \_\_\_\_\_ and I am the Service Associate today. Before we begin, those on Zoom should please check to make sure your microphone is muted. You can also turn off your camera if your image is potentially distracting. Please also be mindful of your speech while on Zoom, as microphones can accidentally become unmuted. This will minimize any disruption of our service. You will notice closed captioning at the bottom of your screen. If you'd like to access that, find the CC option on your Zoom toolbar and select the Up arrow to choose your setting. Thanks so much for your cooperation.

This morning, we welcome to our pulpit (name)\_\_\_\_\_, who is  
\_(title/role)\_\_\_\_\_.  
*Give a one paragraph introduction of the pulpit guest.*

**Call to Celebration – Service Associate (or Guest)**

We begin with these words:

*Do reading or 2-minute reflection as planned with the Pulpit Guest..*

**Prelude – Musician – Solo Music 1 Read Slide**

**Service Associate introduces by reading the information on the introductory slide.**  
*Example:*

Our Prelude is \_\_\_\_\_ (name of piece), by \_\_\_\_\_ (composer). It will be presented by \_\_\_\_\_ (name of Musician).

**Chalice Lighting – Service Associate**

*Guest can light chalice while Service Associate leads words. Discuss roles in advance.*

Please join in the Chalice Lighting words shown on the screen:

*Welcoming all free seekers of truth and meaning, we gather to excite the human spirit, to inspire its growth and development, to respond morally and ethically to a troubled world, and to sustain a vital and nurturing religious community.*

**Opening Song/Hymn – Service Associate Read Slide**

Next, we'll sing a unison song. The words will appear on the screen. Please join in singing \_\_\_\_\_ (name of piece). *Read all information about the piece that appears on the introductory slide (title, composer, song leader, etc.).*

**Wisdom Story – Religious Education staff/Service Associate closes**

*The DRE will handle this component, typically with a pre-recorded story. When the story is done, dismiss the children as follows. If DRE has provided a particular dismissal script for your Sunday, use that instead.*

The children may now go to their classrooms.

**PART II – THE MESSAGE OF THE DAY  
(start streaming on Facebook/YouTube)**

**Welcome online and Brief Introductions – Service Associate**

*Provide BRIEF reintroductions of yourself and the pulpit guest for those now joining on Facebook. You do not need to reread the guest bio presented earlier; just give the guest's name and very brief title/role information.*

Welcome to our viewers from Facebook who will be joining us now for our service. My name is \_\_\_\_\_ and I am the Service Associate today.

We welcome to our pulpit \_\_\_\_\_, who is \_\_\_\_\_.

**Reading - Guest**

**Spoken Meditation - Guest**

**Silent Meditation - Guest**

*We will continue to use a recorded meditative video for the silent meditation.*

**Sermon - Guest**

**Offering – Service Associate**

*Service Associate introduces the Offering and instructs people on the options for contributing.*

An important way we celebrate life each Sunday is by offering an opportunity to practice generosity. Members and friends support our congregation with an annual pledge paid throughout the year. Another way to support the good work of this congregation is by making a generous contribution as we pass the plate – or via one of the options shown on this next slide.

If you are joining us virtually, you can click on the “tiny u-r-l” link in the Chat Window to contribute. Or, you can send a text to the number shown on the screen. The examples on the slide show how to label your text to indicate the amount and the purpose or intent of your gift.

We must now say goodbye to our Facebook friends. Consider joining us on Zoom next time, or visit us at 405 Washington Avenue, Albany. You can find more information at [Albanyuu.org](http://Albanyuu.org).

**(This is where we stop streaming the service.)**

**PART III – RELIGIOUS COMMUNITY**

**Offertory Music – Musician – Solo music 2 Read Slide**

*Service Associate introduces Offertory Music by reading the information on the introductory slide. Example:*

Our Offertory Music is \_\_\_\_ (name of piece), by \_\_\_\_ (composer). It will be presented by \_\_\_\_ (name of Musician).

**Welcoming guests and visitors – Service Associate**

We enjoy welcoming guests and visitors to our service. If you’d like to tell us who you are and where you’re from, those here in Community Hall should stand or

raise your hand. The usher will bring you a microphone so that everyone can hear you. Those joining us on Zoom can click on the “raise hand” symbol, which you’ll find either in the Participant Window, or in the “Reactions” button on your Zoom toolbar. Our Technician will invite you to unmute and introduce yourself. You may also, or instead, click on the Visitor Link you’ll find now in the Chat Window.

*The usher will take the microphone to any in Community Hall wishing to introduce themselves. When that’s done, the MmT will cue any who have raised their hands, and invite each to introduce themselves. Wait until this is finished, then say the following:*

Thank you, and welcome to all who have joined us today. If you’d like to learn more about our congregation, or Unitarian Universalism, you can stop by the table in the lobby and speak with our friendly Welcome Table Host. Or if you’re joining us on Zoom today, you can find in the Participant Window someone with “Welcome” before their name. You can reach out to that person privately in the Chat Window now, or after the service.

### **Community Greeting – Service Associate**

*There may or may not be an intro slide here, but you can proceed immediately with this introduction. If you have not been provided by the usher with the Zoom participant count, just substitute “.....greet each other. Congregants joining us today on Zoom will be offered.....”*

We welcome the chance to greet each other. The approximately \_\_\_\_ congregants joining us today on Zoom will be offered virtual breakout rooms. You can say hello and share your name. This will last about 2 minutes, and then we’ll all come back together. If you are here in Community Hall, please remain in your seat and greet those near you.

***Service Associate should ring the chime loudly to signal to those in Community Hall that the Community Greeting is ending. You can time the two-minute breakout rooms, or ask the MmT to signal to you when the 30-second Zoom return begins, so that you know when to ring the chime.***

### **Community Message – (Optional)**

*A presentation will sometimes be included here, e.g. for canvass testimonials or inclusivity recognitions. The Service Associate is not responsible for this component. Discuss with the church office whether a message will be included and who will present it. This may be pre-recorded, offered by a presenter spotlighted in Zoom, or read live from the pulpit.*

**Joys and Sorrows – Pastoral Care Associate usually handles this.**

*(Service Associate only if arranged in advance)*

*The person presenting this component should read this ENTIRE Joys & Sorrows (J&S) introductory script passage before the MmT starts reading the previously submitted Joys & Sorrows. Take note of which PCA is on duty in Community Hall so that you can state the PCA's name.*

This is the time set aside in our service for sharing significant personal milestones in our lives. There are several ways to share a joy or sorrow. For those on Zoom, the first option is to type your joy or sorrow in the Chat Window. Please put the words “Read Aloud” at the beginning of your message if you would like us to do that. You may also consider connecting privately in the Chat with a Pastoral Care Associate. I, \_\_\_\_\_, am on duty today on Zoom. \_\_\_\_\_ is on duty for Pastoral Care in Community Hall.

A second option is to click the “raise hand” symbol found either in the Participant Window or under the Reactions button. Our Technician will invite you to unmute yourself and speak your joy or sorrow. If you are in Community Hall, we invite you to come forward to the microphone to share your joy or sorrow when our Technician directs you to do so.

A third option is to submit a joy or sorrow using our web site by noon on Friday prior to the service. We'll begin by reading those that were submitted this past week. That will be followed by the spoken joys and sorrows on Zoom, then the Chat entries that are to be read aloud, and finishing with any joys and sorrows to be shared from Community Hall.

- 1. The MmT will read aloud J&S submitted in advance.*
- 2. The MmT will cue those who wish to state their joy or sorrow on Zoom.*
- 3. Pastoral Care Associate on Zoom will share any Chat entries that are to be read aloud.*
- 4. MmT will cue any at the microphone in Community Hall.*

*PCA on Zoom should be scanning the Chat window while spoken Joys & Sorrows are being offered on Zoom. Identify those Chat submittals that indicate “Read Aloud.” When the spoken Joys & Sorrows on Zoom are complete, say the following:*

The following Joys & Sorrows have been submitted in the Chat window.

*Read all Chat window items that request to be read aloud.*

***Zoom PCA is now done. The MmT will cue any at the microphone in Community Hall. The Service Associate in Community Hall will close out the J&S ritual by moving a stone and saying the closing words.***

**Joys & Sorrows Closing – Service Associate**

As I select a stone on behalf of those Joys and Sorrows that are left unspoken, let us hold all that we've heard and felt in our hearts.

*After delivering this closing line, walk to the stones table and move one stone into the bowl.*

**Prayer of Affirmation - Guest / PCA / Service Associate as pre-selected & arranged**

**Hymn No.** \_\_\_\_\_ *Guest introduces hymn as s/he closes the Prayer of Affirmation (unless arranged in advance that the hymn will be introduced by the Service Associate).* **Read Slide**

Next, we'll sing a unison song. The words will appear on the screen. Please join in singing \_\_\_\_\_ (name of piece). *Read all information about the piece that appears on the introductory slide (title, composer, song leader, etc.).*

**Extinguishing of the Chalice - Service Associate**

*Service Associate leads the words while Guest extinguishes the chalice. (Discuss roles in advance.)*

As we extinguish the Chalice, please join in the words shown on the screen:

*We extinguish this flame but not the light of truth, the warmth of community or the fire of commitment. These we carry in our hearts until we are together again.*

**Benediction Guest or Service Associate**

*Consult with guest in advance as to which of you will select and present the Closing/Benediction.*

**Acknowledgments - Service Associate Read Slide**

*Read the information on the slide, thanking by name the Ushers, Musicians, PCA, Welcome/Membership rep, Tech Support, Office Support, and then close with reading the Flower Dedication.*

**Announcements - Service Associate Read Slide**

*Read any announcements that have been submitted and provided to you. Then read/summarize the announcements that are printed on the screen. You do not have to read any url addresses of web links for post-service sessions; you can instead refer congregants to links posted in the Chat. Next, read the following to instruct any who wish to make live announcements, and then the MmT will manage any live announcements.*

If people on Zoom wish to make a live announcement at this time, please click on the “raise hand” symbol on your Zoom toolbar. The Technician will cue you to unmute yourself and present your announcement.

**Virtual Coffee Hour Breakout Rooms – Service Associate**

*When the announcements are complete, you can introduce breakout rooms and invite people to participate. Discuss with the pulpit guest in advance whether a conversational response session will also be offered. If there is to be a conversation, congregants can be invited to remain in the Zoom meeting or in Community Hall to participate. If a session will not be offered on your Sunday, simply omit the 2<sup>nd</sup> paragraph below.*

Those on Zoom are invited to join a breakout room for conversation and fellowship. You can click to accept the breakout room assignment when it appears on your screen.

Anyone on Zoom OR in Community Hall is welcome to attend a conversational response with our guest to discuss the service topic. You can stay in this same Zoom meeting, or right here in Community Hall, and the discussion will begin in a few minutes.

This concludes our service today.