

4/19/2021

Service Associate for Rev Sam



Greetings.

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

Our service components are now 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 Rev. Sam in the pulpit begins near the end of Part II and continues through Part III. A Pastoral Care Associate will typically handle the elements associated with Joys & Sorrows, although the words are included in your script for those occasions when, by pre-arrangement, the Service Associate presents that ritual. Rev. Sam will handle some other elements in Part III. The elements to be handled by the Service Associate are clearly labeled in the script.

Please note that the Service Associate will not be responsible for the digital assembly of service materials, nor the technology management on Sunday mornings. These tasks will be handled by staff and a specially trained Multimedia Technician (MmT). Your job as Service Associate will be to coordinate with Sam and to be prepared to unmute your microphone and offer the components for which you're responsible when the time comes in the service.

Our planning tool for Zoom services is called a "shot sheet." This is a matrix which for each element of the service specifies the video, the audio/intro, the source/speaker, and the content.

Elements to be presented by the Service Associate are indicated as follows:

- The Video and Audio/Intro columns say "SA" or your name.
- You will present those service components, live, when the MmT highlights you in the video, at which time you will unmute your microphone and proceed.
- In the spots where you (or SA) are indicated for the Audio/Intro and the Source/Speaker column says "deck", you will introduce certain components by reading what is on that slide. These spots are noted in your script.

Some things about being the Service Associate haven't changed:

- Please contact Sam about two weeks before the Service to begin to plan / assist in preparing for the service. You should discuss with Sam whether you or he will select and present the closing Benediction. If you will handle this task, there are resources in the back of the gray hymnal or at the UUA's Worship Web (<https://www.uua.org/worship>).
- Review the shot sheet and read the script carefully BEFORE Sunday, so you know what to do.
- Discuss with Sam the scheduling of a service run-through. The run-through would involve at least you, Sam, and the MmT on duty, and ideally also the Pastoral Care Associate who will present Joys & Sorrows, and 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.

- 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, 518-366-4532

Tammy Hathaway, Church Administrator: admin@albanyuu.org, 701-426-9307

Dawn Dana, Chair, Religious Services Committee, dawn.dana56@gmail.com, 518-495-8282



IMPORTANT: This script is intended for use when Rev Sam is in the pulpit, when the Service Associate role starts with the Offering introduction at the end of Part II and continues with several components in Part III-Religious Community. The earlier service components in Parts I and II are listed for your information only. The Service Associate script begins below near the end of Part II. Note also that the Joys & Sorrows ritual in Part III will typically be handled by a Pastoral Care Associate. The script is provided for your information, and for those occasions (by pre-arrangement) when the Service Associate presents Joys & Sorrows.

PART I – LITURGICAL

Ringing bell or chime

Brief Welcome to Albany UU

Call to Celebration

Prelude

Chalice Lighting

Opening Song/Hymn

PART II – THE MESSAGE OF THE DAY

(start streaming on Facebook/YouTube)

Welcome online and Introduction for Service Theme or Guest Speaker

Opening Words

Musical Pause

Reading/Video

Spoken and Silent Meditation

Sermon

Offering

(Service Associate role begins here when Rev Sam is in the pulpit)

Service Associate introduces the Offering and instructs people on the options for contributing. You are encouraged to begin by introducing yourself briefly.

Example: Good morning, I'm _____ and I am the Service Associate today.

TO AVOID AWKWARD PAUSES, PLEASE DON'T HESITATE WHEN YOUR PART COMES. UNMUTE YOUR MICROPHONE AND PROCEED!

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 via one of the options shown on this (next) slide.

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 by visiting Albanyuu.org.

(This is where we stop streaming the service.)

PART III – RELIGIOUS COMMUNITY

Offertory Music – *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 are a guest or visitor and would like to tell us who you are and where you're from, you can click on the “raise hand” symbol. Depending on your Zoom version, you will find the raise hand option 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.

MmT will cue any who have raised their hands to introduce themselves, and invite each to do so. 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 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

We welcome the chance to greet each other. In our Zoom format, this is done through 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.

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 Sam whether a message will be included and who will present it. The presenter will be spotlighted in Zoom.

Joys and Sorrows – Pastoral Care Associate usually handles this. (Service Associate only if arranged in advance)

Whoever presents this service component should read this ENTIRE Joys & Sorrows (J&S) introductory script passage before the MmT starts reading the previously submitted Joys & Sorrows.

This is the time set aside in our service for sharing significant personal milestones in our lives. There are three ways to share a joy or sorrow. 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. Please also consider connecting privately in the Chat with a Pastoral Care Associate. You may identify the ones on duty today in the Participant Window. Look for "PCA" before their name. *(Note to PCA: you can instead of these last two sentences state the names of the PCAs on duty.)*

The 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.

The 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, then we'll hear the spoken joys and sorrows, followed by the Chat entries that are to be read aloud.

- 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.*
- 3. Pastoral Care Associate on duty shares any Chat entries that are to be read aloud.*

PCA (or SA) should be scanning the Chat window while spoken Joys & Sorrows are being offered. Identify those Chat submittals that indicate "Read Aloud." When the spoken Joys & Sorrows 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.

When all this is done, say the following, while the screen shows a stone being moved:

For the joys and sorrows that remain unspoken, let us hold all that we've heard and felt in our hearts.

Prayer of Affirmation

(Minister / Presenter / PCA / Service Associate as pre-selected & arranged)

Hymn No. _____ **Minister** introduces hymn as he closes the Prayer of Affirmation **(unless arranged in advance that the hymn will be introduced by the Service Associate).**

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, etc.).*

Extinguishing of the Chalice **Service Associate**

Service Associate leads the words while chalice extinguishing and words are shown on the screen.

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 **Presenter OR Service Associate**

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

Acknowledgments - Service Associate

Read the information on the slide, thanking by name the Ushers, Musicians, PCA, Welcome/Membership rep, Tech Support, and Office Support

Announcements - Service Associate

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 you wish to make a live announcement at this time, please click on the “raise hand” symbol found either in the Participant Window or under the Reactions button in 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.

You 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.