

11/2/2022

**Service Associate for Rev Sam
or Jacob King**



Greetings.

Thank you for offering to be a Service Associate. The role is key to ensuring that our multi-platform 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 Rev. Sam or Ministerial Intern Jacob King in the pulpit begins near the end of Part II and continues through Part III. A Pastoral Care Associate will handle the elements associated with Joys & Sorrows; the words are included in your script only for reference. Rev. Sam or Jacob will handle some other elements in Part III. The elements to be handled by the Service Associate are clearly labeled in the script.

All services will be presented from Community Hall. Many congregants will continue to attend via Zoom, so the service elements must be directed to both virtual and in-person attendance.

Service Associate (SA) preparation includes the following tasks:

- All references to Sam below also apply to Jacob King on Sundays when he is in the pulpit.
- 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>).
- Discuss with Sam how you will each participate in the Chalice Lighting and Extinguishing. Often, Sam leads the lighting words while the SA lights the chalice; you could reverse these roles for the extinguishing.
- Discuss with Sam and Olga what your role will be in introducing musical selections, including the Offertory music and Closing Hymn/Song. You may provide the basic attribution, which is usually the title, composer, and performer, which information will appear on the slide. Or, you might be asked to provide a more extensive introduction, the text for which will be provided to you.
- 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 on them.
- Read the script carefully and review the slide deck BEFORE Sunday, so you know what to do.
- Ask Sam whether he plans to offer a congregational response after the service. He typically offers these sessions, which are available to both congregants in Community Hall and 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.

- Please plan to arrive by about 9:00 AM on the morning of the service. You should work with the tech team to check the sound and positioning of the pulpit microphone and discuss service transitions or any other issues. On some Sundays, the choir will begin rehearsing in Community Hall at about 9:15 AM, so it's important to complete any preparatory steps prior to that time.
- An option in your script for introducing guests and visitors is to identify the Welcome Table Host in inviting visitors to talk with the host after the service. Please inquire at the Welcome Table when you arrive as to who will be at the table after the service. That will enable you to state the host's name in your introduction.
- 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

Jacob King, Ministerial Intern: jking@albanyuu.org, 402-661-0539

Church Office: admin@albanyuu.org; office@albanyuu.org; 518-463-7135

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



IMPORTANT: This script is intended for use when Rev Sam or Intern Jacob King is in the pulpit. The Service Associate speaking 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 be handled by a Pastoral Care Associate. The script is provided for your information only.

PART I – LITURGICAL

Gathering Music

This is arranged by the Music Director, and begins 5-10 minutes before the service starting time.

Ringling bell or chime

Brief Welcome to Albany UU

Call to Celebration

Prelude – Music Director – Solo Music 1

Chalice Lighting (*usually the SA lights while Sam leads words – verify*)

Song/Hymn

Wisdom Story

PART II – THE MESSAGE OF THE DAY

(start streaming on Facebook/YouTube)

(Welcome online and Introduction for Service Theme)

Reading

Spoken and Silent Meditation

Sermon

Offering

(Service Associate speaking role begins here when Sam is in the pulpit)
You are encouraged to begin by introducing yourself briefly. This is followed by a brief reminder about the RE pick-up time. (Reminder is not needed for multigenerational services.) Service Associate then introduces the Offering and instructs people on the options for contributing.

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

Before I introduce the offering, we need to note that with the exception of OWL for Grades 8/9, Sunday morning programming for children and youth ends at 11:15. If you have children in pre-K through 5th grade, please pick them up from their classrooms at that time. Older kids will be released on their own at 11:15 to reconnect with their grownups. Please feel free to leave the service when it's time to pick up your children.

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 of your gift.

We must now say goodbye to our Facebook friends. Consider joining us on Zoom next time, or visit us in-person at 405 Washington Avenue, Albany. You can find more information at Albanyuu.org.

(This is where we stop streaming the service.)

PART III – RELIGIOUS COMMUNITY

Offertory Music – Service Associate Read Slide

Service Associate introduces Offertory Music by reading the information on the introductory slide. An example is below. If, after prior consultation with the Minister and Music Director, you've been provided with a longer introduction, read that also.

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

Joys and Sorrows – Pastoral Care Associate (PCA) handles this.

PCA on duty will present the ritual from the pulpit of Community Hall. Start by introducing both yourself and the other PCA on duty. If possible, you should let folks know whether the other PCA is in Community Hall (ask them to stand) or on Zoom. PCA should read this ENTIRE Joys & Sorrows (J&S) introductory script passage before the MmT starts reading any previously submitted Joys & Sorrows.

Good morning. My name is _____ and I am on duty today as Pastoral Care Associate. Also on duty today is _____. 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. On Zoom, you can click on the “raise hand” symbol. The Technician will call on you to unmute and share your joy or sorrow. Those in Community Hall will be able to come forward and select a stone to place in the bowl on the table. If you wish, you can share your joy or sorrow at the microphone. Please also consider sharing your sorrow after the service with one of our Pastoral Care Associates.

We’ll begin by reading items that were submitted this past week. That will be followed by the spoken joys and sorrows on Zoom, and finishing with any joys and sorrows to be shared from Community Hall.

- 1. The MmT reads aloud J&S submitted in advance.*
 - 2. The MmT cues those who wish to state their joy or sorrow on Zoom.*
 - 3. PCA invites stone-moving and usher manages mic in Community Hall.*
- Say the following to cue those in the Hall:*

Those wishing to move a stone are now invited to come forward. If you wish to speak your joy or sorrow, you can wait with the usher at the microphone.

When stone-moving and speaking are done, say the following:

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. **The PCA is now done.***

Prayer of Affirmation - Minister

If arranged in advance, PCA or Service Associate could present this.

Introducing guests and visitors – Service Associate

We'd like to get to know 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. Our Technician will invite you to unmute and introduce yourself. You can also 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 read the passage below. If you have been able to identify the Welcome Table Host by name, please do so. You can find that information in the Friday email to the Sunday volunteer team, or you can ask when you arrive on Sunday who will be on duty after the service.

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 Welcome Table Host. On Zoom, you can find in the Participant Window someone with "Welcome" before their name. You can reach out to that person in the Chat Window. There will also be opportunities to socialize and welcome newcomers after the service, both for those on Zoom and those here in Community Hall.

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.

Announcements - Service Associate

Read any announcements that have been submitted and provided to you. You do not need to read the announcements that are printed on the screen. The MmT may also read any online announcements submitted in advance. When this is complete, say the following:

I also draw your attention to the announcements printed in the Order of Service and shown on the screen.

Benediction/Closing Words **Service Associate OR Minister**

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

Closing Song/Hymn – Service Associate Read Slide

The words of our closing song will appear on the screen. Please join in singing _____. *Read all information about the piece that appears on the introductory slide (title, composer, song leader, etc.).*

Extinguishing of the Chalice **Service Associate or Minister**

Service Associate usually leads the words while Minister extinguishes the chalice. Verify 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.

Virtual Coffee Hour Breakout Rooms – Service Associate

When the announcements are complete, you can introduce breakout rooms and coffee hour. Discuss with Rev Sam in advance whether a congregational response session will also be offered. If a session will be held, congregants can be invited to remain in the Zoom meeting or in Community Hall. If no congregational response will be offered, simply omit the 2nd and 3rd paragraphs below.

Those on Zoom are encouraged to join a breakout room for conversation and fellowship. You can click to accept the breakout room assignment when it appears on your screen. Those in Community Hall are invited to attend coffee hour. We especially encourage guests and visitors to join us for coffee and refreshments.

Anyone on Zoom OR in Community Hall is welcome to attend a congregational response 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.

Those wishing to socialize with others are asked to exit Community Hall so that the congregational response can start promptly.

We're glad you joined us today. This concludes our service.

Acknowledgments – *The slide acknowledging service volunteers will appear on the screen, but need not be read.*