

FUUSA Order of Service Template for Summer Services - 2016

Length in min.	Order of Service item	Usually done by; Explanation	ENTER: Titles, Authors, Hymn numbers, Readings, etc.	ENTER: Names of persons doing each item
	Ringling of the Chime	Service Associate		
2	Welcome and Introduction of Guest	Service Associate		
2-3	Call to Celebration	Service Associate (or Presenter)		
3-4	Prelude	Musician		
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		Congregation
1-3	Welcoming Guests and Visitors	Service Associate		
2	Community Greeting	Service Associate		
	Second Ringing of Chime	Service Associate		
1-2	Announcements	Service Associate		
3-6	Personal Joys and Sorrows	Service Associate begins and ends		
1-3	Spoken Meditation (optional)	Guest Presenter		
1-2	Silent Meditation (optional)	Guest intros, SA rings chime @ end		
3	Musical Selection or Hymn	Musician or Congregation		
5	Reading	Guest Presenter		
2-4	Offertory / Offertory music	Service Associate introduces Offertory; Musician provides music		
20	Sermon	Guest Presenter		
2-3	Hymn No.	Guest introduces		Congregation
1	Unison Extinguishing of the Chalice	Guest leads reading of words printed in order of service; SA extinguishes chalice (reverse roles if desired)		
1-2	Closing Words	Guest Presenter		
2	Postlude	Musician (can be formal, with congregants invited to sit, or informal as background during egress – at option of musician)		