|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |
|  | **Gathering Music** | Music Director, before 10 AM |  |  |
|  | **Ringing of the Chime** | Minister |  |  |
| **2** | **Welcome** | Minister |  |  |
| **2-3** | **Call to Celebration** | Minister |  |  |
| **3-4** | **Prelude** | Minister or Music Director introduces |  |  |
| **1** | **Chalice Lighting** | Minister leads words while Service Assc lights (or reverse roles) |  |  |
| **2-3** | **Hymn/Song** | Minister or Music Director introduces |  |  |
| **5-7** | **Wisdom Story** | DRE |  |  |
| **1-2** | **Welcome Facebook** | Minister |  |  |
| **3-5** | **Reading** | Minister |  |  |
| **1-3** | **Spoken Meditation** | Minister |  |  |
| **1-2** | **Silent Meditation** | Minister |  |  |
| **20** | **Sermon** | Minister |  |  |
| **1-2** | **Offering/RE pick-up reminder** | Service Associate |  |  |
| **2-4** | **Offertory Music** | Service Associate introduces |  |  |
| **5-8** | **Personal Joys & Sorrows** | Pastoral Care Associate |  |  |
| **2** | **Prayer of Affirmation** | Minister |  |  |
| **1-3** | **Introducing Guests and Visitors** | Service Associate |  |  |
| **2-3** | **Community Message** | varies |  |  |
| **2** | **Announcements** | Service Associate |  |  |
| **1-2** | **Benediction/Closing Words** | Service Associate (or Minister) |  |  |
| **2-4** | **Hymn/Song** | Service Associate introduces |  |  |
| **1** | **Unison Extinguishing of the Chalice** | Service Associate leads words, Minister extinguishes |  |  |
| **1** | **Invitation to Virtual/In-Person Coffee Hour/Cong Response** | Service Associate |  |  |
| **15-20** | **Post-service congregational response (optional)** | Minister |  |  |