

5/12/2016



Greetings.

Thank you for offering to be a Service Associate.

Summer services at Albany UU are a bit different than the rest of the year. Some differences you may notice are:

- There is no Announcer, so the Service Associate is responsible for collecting announcements from the wall pocket (for the summer, located near the hallway office door) and reading them, and for welcoming guests and visitors.
- There is no child to be Chalice Lighter and no Wisdom Story/Kids' Time in the summer. (The children go straight to their classroom upon arrival.)
- The service is usually shorter and includes two or sometimes three hymns.
- Beverages are served in the back of Emerson after the service, and most folks do not exit via the front door to the Emerson lobby. This means the best place for the Presenter to greet the congregation is in the back of Emerson.

Read the script carefully BEFORE Sunday, so you know what to do.

Other items to note:

The script is geared toward a GUEST in the pulpit. Some presenters will actually be members of our congregation, and sometimes it will be Rev. Sam, so you may need to change the introduction accordingly.

Due to summer office hours the deadline for Order of Service information is Wednesday at 9:00 AM. To avoid confusion, the Summer Services Coordinator will submit all service details to the office following communications among the Coordinator, Service Associate, Presenter, and Musician. All service decisions need to be made in time to allow the Coordinator to meet the Wed. morning deadline. See next page re: arrangements for a service planning teleconference.

If you have any questions, please email or call:

Vee Abbitt, Summer Services Coordinator, 518-265-6473, or vabbitt@gmail.com

Amy Lent, Church Administrator, 518-463-7135 or Windows@albanyuu.org

Tammy Hathaway, Administrative Assistant, 518-463-7135 or Windows@albanyuu.org

Dawn Dana is chair of the Religious Services Committee; you can reach her at 446-0382 or at ddana1@nycap.rr.com.



Service Associate, General Roles And Responsibilities Summer 2016

The Summer Services Coordinator will let you know which Presenter and Musician you will be working with and provide contact information.

Please contact the Presenter **at least two weeks** in advance of the Service to begin to plan / assist in preparing for the service. This assistance may include selection of hymns, readings, and/or music. If you would like to participate in framing the message, you are encouraged to come up with the Call to Celebration: you can either write a couple of paragraphs tying your own experience to the sermon topic, find a poem/paragraph from a source of your choice, or select from among the readings at the back of the hymnal. Note: This must be limited to 2 minutes -- time it beforehand.

The way to start is to phone or email the Presenter and start making a plan on how you will work together. Remember, you are an integral part of the Service.

Your tasks before the Sunday of the service:

--Work with Presenter ahead of time to plan who will do which parts of the service.

--Answer any questions about Albany UU services that Presenter may have, or identify answers from others including the Summer Services Coordinator.

--Obtain a brief introductory paragraph about the Presenter to use during the Service.

--Please be available to participate in a planning session that takes place via phone conference on the Monday evening before the service. The call time will be arranged by the Summer Services Coordinator and you will be notified. [Call-in number is 605-475-4700; access code is 583-749.] The purpose of the call is to confirm plans and responsibilities for each service component to ensure the smooth flow of the service. If you and the Presenter have made service decisions and choices, it is helpful to provide that information by email to the Summer Services Coordinator prior to the planning call, so that they have titles and attributions and other details in writing. The information will be confirmed during the planning call. If you are not available for a planning call on the Monday prior, please contact the Summer Services Coordinator at least two weeks ahead, and a mutually workable date for the call will be arranged.

-- Following the planning call, the Summer Services Coordinator will submit appropriate service information to the Albany UU office for the Order of Service. If there is a need for direct communications, the Administrative Assistant, Tammy Hathaway, is responsible for preparing the Order of Service and handling set up needs. Church Administrator Amy Lent is back-up on both these tasks. Any needed communications with the office after the Wednesday prior to the service should be by phone, at 518-463-7135.

--Make a commitment to meet the Presenter at the front door of Albany UU when he/she arrives on your Sunday. The time you choose to meet should be no later than 9:30 AM, and some presenters will want more time than that to get comfortable with the space.

--If the Musician is also a guest and new to Albany UU, you may need to greet and orient them, too. Please communicate with the Musician to find out what they need.

--If you find that you are unable to be the Service Associate for the day assigned, contact the Summer Services Coordinator immediately.

--Read and practice the script beforehand.

Service Associate, Checklist for the day of the Service

Summer 2016

- Arrive at agreed upon time to welcome the guest Presenter (9:30 AM or earlier.) Show them to Rev. Sam's office where they can leave coat and bag. Go over the Order of Service with the guest to ensure that each of you is clear about timing and duties during the Service.
- Show the guest Presenter restrooms, Emerson Community Hall, and rear of hall where refreshments are served, as well as where they can greet the congregation after the service.
- Explain that Presenter MUST use the microphone (for accessibility to all and for the recording of the service.) If the Presenter prefers a lapel mike to the podium mike, ask the staff person on duty to get it. Test the mike to be sure it is on. If not, ask the staff person to turn it on. Make sure the sound level is set correctly at least 15 minutes before the service.
- Be sure there's a glass of water on the pulpit shelf for the guest.
- Light a tealight candle (on the Chalice table) from which the Chalice will be lit. Matches and extra tealights are in the drawer of that table or the table with the Joys & Sorrows 'stones'.
- Find out the name of the front usher and write it in your script.
- Review the order of service.
- Be sure you have the appropriate hymnal/s available.
- Collect any written announcements from the pocket on the Summer Bulletin Board near the hallway office door five (5) minutes before the service begins.

Ringling of the Chime -- (**Service Associate** rings small chime on stage to begin service)

Welcome and Introduction of Guest -- **Service Associate**

Good morning and welcome to the First Unitarian Universalist Society of Albany.
My name is _____ and I will be the Service Associate today. This
morning we welcome to our pulpit (*insert name*) _____ who is
(*title/role*) _____.

Give a one paragraph introduction of the guest.

Call to Celebration -- **Service Associate**

We begin with these words:

Do reading or 2 minute reflection as planned with the Presenter.

Prelude – *Musician*

Chalice Lighting -- **Service Associate** *Presenter lights chalice while Service Associate leads words – or reverse roles – discuss with Presenter in advance.*

Please join in the Chalice Lighting words in your Order of Service:

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.

Hymn No. ____ -- **Service Associate** introduces (or Presenter, if he/she has led the Chalice Lighting words)

Welcoming guests and visitors – **Service Associate**

We enjoy welcoming guests and visitors to our service. If you have brought a guest, or are a visitor and would like to tell us who you are and where you're from, please stand or raise your hand. The usher (*insert name*) _____ will bring you a microphone so that everyone can hear you.

(Pause for newcomer introductions – continue welcoming script on next page.)

(Read this line only if someone has introduced him/herself:)

Thank you and welcome. If you would like to learn more about us, please stop by the Welcome Table in the lobby for a short conversation about this congregation and Unitarian Universalism.

OR: *(Read THIS line if no one has introduced him/herself:)*

If you would like to learn more about us, please stop by the Welcome Table in the lobby for a short conversation about this congregation and Unitarian Universalism.

Community Greeting – Service Associate

Please take this opportunity to turn and greet the **people seated near you**.

Second Ringing of the Chime -- **Service Associate or Presenter** *rings small chime on stage to close the Community Greeting.*

Announcements - Service Associate

IF any announcements have been submitted, read the following. If there are NO announcements, skip this and move directly to Joys & Sorrows.

Before we continue with today's service, I have these announcements:

Read any written announcements. Reminders: Don't use acronyms - find out what acronym means before service). If referring to sign-ups, ask the contact person to stand up so folks know who to talk to.

Joys and Sorrows – Service Associate and/or Presenter

This is the time set aside in our service for sharing significant personal milestones in our lives. If you have a joy or sorrow that you would like to remember, please come forward, choose a stone and place it in the bowl on the table. At that time you may also place your written remembrance in the tray on the stones table. You will find a yellow card in the rear pocket of the hymnal, or the ushers can provide one.

If you feel moved to tell us the nature of your joy or sorrow, please wait with the usher at this microphone. *Point to the microphone.* Please also consider sharing your sorrow with one of our Pastoral Care Associates: On duty today is _____, who will please stand now.

The usher will manage the microphone for spoken Joys and Sorrows. Wait on the stage until that is finished. Service Associate or Presenter should read any cards placed on the silver tray, if the card is checked indicating that the congregant wishes it to be read aloud in the service.

We would like to share the following written joys and sorrows with the congregation. *Service Associate or Presenter read any cards.*

When all this is done, read the following:

As I select one more 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.

Move one more stone--then either be seated in the front row, or if you have a further role in the service (per earlier discussion with Presenter), be seated on the stage. The Presenter may wish to have you extinguish the Chalice, but that can be carried out either from the stage or from the front row.

Spoken Meditation *Guest Presenter*

Silent Meditation *Guest Presenter*

Musical Selection OR Hymn No. _____ *Guest Presenter introduces if hymn*

Reading *Guest Presenter*

Offertory *Service Associate* or *Guest Presenter* *(Discuss with guest how to share this. Either read these words or write your own.)*

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 donation as we pass the plates and enjoy this next selection of music.

Sermon/Presentation *Guest Presenter*

Hymn No. _____ *Guest Presenter introduces*

Unison Extinguishing of the Chalice **Service Associate** and/or **Guest Presenter** *(One can extinguish the chalice while the other leads the words -- discuss in advance with guest how to share this)*

As we extinguish the Chalice, please join in the words in your Order of Service:

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.

Closing Words **Guest Presenter**

Postlude *(Discuss in advance with Guest Musician whether congregation should be invited to sit for the Postlude. In that case, you both sit also. Otherwise, Guest Presenter and Service Associate leave the stage at the beginning of the Postlude and process to the rear of Emerson to greet congregants.)*