|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |
|  | **Ringing 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) |  |  |