



Greetings.

Thank you for offering to be a Service Leader.

Summer services at FUUSA are slightly different than the rest of the year, and the audience is smaller.

Some of the differences you will notice:

--There is no Announcer, so the Service Leader will be responsible for collecting announcements from the wall pocket and reading them, and for welcoming guests and visitors.

--There are no pauses to let late arrivals come in.

--There is no child to be Chalice Lighter and no Kids' Time in the summer. (The children go straight to their classroom upon arrival.)

--The service is slightly shorter and includes two hymns only.

--Refreshments are served in the back of Emerson after the service, and folks are not going out the front door to the hall. This means the best place for the Presenter to greet the congregation is near the refreshments.

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

Other items to note:

We have recently made a change to the sharing of Joys and Sorrows. Please read that part carefully.

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

Due to summer office hours the deadline for you, the Presenter and the Musician to get your information into the order of service is Wednesday at 9:00 a.m. This will enable Amy (or Stephanie when Amy is away) to get a draft OS to the presenter in time to print final on Thursday morning.

If you have any questions, please email or call:

Chris Franklin, Summer Services Coordinator, 518-522-2127 or franklychrs@gmail.com

Amy Lent, Director of Member Services and Communications, 518-463-7135 or alent@albanyuu.org

Stephanie Hayes, Office Administrator, 518-463-7135 or shayes@albanyuu.org

Rev. Trumbore may be available also to answer questions: call Amy or Steff to find out if Sam is in town!

Irene Saulsbery is chair of the Religious Services Committee, you can reach her at ifsaul@yahoo.com or 518-588-6544.



Service Leader, General Roles And Responsibilities Summer 2012

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

Please contact the Presenter **at least two weeks** in advance of the Service to begin to plan / assist in preparation 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, or find something in 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 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 FUUSA services that Presenter may have, or find answers from others including the Summer Services Coordinator.

--Make sure Presenter and Musician know the **office's summer deadline for order of service info and specific service set up needs is 9:00 a.m. Wednesday morning**. If there are any requests for Audio-Visual or other equipment this also must be in the office no later than 9:00 a.m. Wednesday morning. (The office contact person is Amy Lent at alent@albanyuu.org for the order of service and Stephanie Hayes at shayes@albanyuu.org for set up needs.)

--Make a commitment to meet the Presenter at the front door of FUUSA when he/she arrives on your Sunday. The time you choose to meet should be no later than 9:30 a.m., 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 FUUSA, 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 Leader on day assigned, contact the Summer Services Coordinator immediately.

--**Read and practice the script beforehand.**

Service Leader, Sunday Checklist**Summer 2012**

--Read and practice the script beforehand.

--Arrive at agreed upon time to welcome the guest Presenter (9:30 a.m. 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 ensuring that each knows the timing and their duties during the Service.

--Show the guest Presenter restrooms, Emerson Community Hall, and rear of hall where refreshments are served and 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 Staff to get it. Test the mike to be sure it is on. If not, ask the staff person on duty 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 for the guest.

--Light a tealight candle (on the 'stones' table) from which the Chalice will be lit. Matches and extra tealights are in the drawer of the 'stones' table.

--Find out the name of the front usher and write it in your script.

--Review the order of service.

--Be sure you have a hymnal/s available when you return to a seat in the pews.

--Collect any written announcements from the wall pocket in Channing Hall five (5) minutes before the service begins.

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

Welcome and announcements - **Service Leader**

Good morning and welcome to the First Unitarian Universalist Society of Albany.
My name is _____ and I will be your Service Leader today. Before we begin today's service, I have these announcements:

Read any written announcements. Reminders: Don't use acronyms (example: RSC= Religious Services Committee etc. - -find out what acronym means before service). If referring to sign-ups, ask the contact person to stand up so folk know who to talk to)

Welcoming guests and visitors – **Service Leader**

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.

(Pause for newcomer introductions)

(Read this line only if someone new has introduced themselves):

Thank you and welcome. We hope you will join us for refreshments after the service at the rear of this hall. If you would like to learn more about us, please fill out a blue guest register card at the Welcome Table in the front lobby.

Community Greeting – **Service Leader**

Please take this opportunity to turn and greet your neighbor.

Second Ringing of the Chime -- **Service Leader or Presenter** rings small chime on stage

Call to Celebration

This morning we welcome to our pulpit our guest (*insert name*)

_____ who is (*title/role*) _____.

Give a one paragraph introduction of the guest.

We begin with these words: **Service Leader**

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

Prelude – Musician

Chalice Lighting -- Service leader *Light chalice.*

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 Leader introduces

Joys and Sorrows – Service Leader 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 give me a copy of your written remembrance. You will find a card in the rear pocket of the hymnal.

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

The usher will manage the microphone for spoken Joys and Sorrows. Service Leader will wait on stage until that is finished. Look up at balcony. If someone is coming down, you may have to wait for them.

Hand cards to Presenter or go to mike to read them.

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

After Joys and Sorrows readings, 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 be seated in the front row.