

# First Unitarian Universalist Society of Albany

---

## *A Welcoming Congregation*

405 Washington Avenue, Albany, NY 12206 • Phone 518.463.7135 • Fax 518.463.1429  
Email [administrator@albanyuu.org](mailto:administrator@albanyuu.org) • [www.albanyuu.org](http://www.albanyuu.org)

### **Greetings!**

We are pleased that you have agreed to be the **Announcer**. Enclosed is information you need in order to prepare, and a copy of the Announcer script. **It is important that you read this material before Sunday.** If you find that you are unable to be the Announcer on the date assigned, notify Dawn Dana, Religious Services Committee chair, and the Albany UU office immediately so that we can find a replacement for you.

An optional part of the Announcer role is to provide a Committee Focus. This will occur on some, but not all, Sundays. If you plan to offer such a presentation, please take note of the instructions in the next paragraph. If you do not plan to provide a Committee Focus, please skip to “Announcer Responsibilities on Sunday” below, where the other duties of the Announcer are outlined.

### **Committee Focus Preparations**

Our goal for the Committee Focus is to introduce the congregation to the many programs and committees at Albany UU and to clearly communicate information while maintaining the mood of the Sunday service. It is important to be aware that the children will generally still be present in the service at this time, and the presentation should be appropriate for all audiences.

A few days before Sunday, prepare your comments about your committee/activity. Rehearse and time yourself beforehand! **Your comments must be ended within two minutes.** Your only goal is to tell the congregation what your committee does. If there also is an announcement about a specific activity from your committee, read it later with the other announcements. **Please do not prepare a longer announcement or an announcement involving additional people without discussing it with Rev. Sam to find out whether it will fit within the overall plan for the Sunday service.** As the Committee Focus, you may also prepare an insert for the Order of Service, which must be provided to the church office by Thursday morning before your service.

### **Announcer Responsibilities on Sunday**

On Sunday, arrive at least 15 minutes early. Get announcements from the pocket in Channing Hall and review them. Check the pulpit also, as sometimes people put announcements there. Compare written announcements against the Order of Service and eliminate those paper announcements that are already in the OS. If there is a written announcement that adds new information to what is printed in the OS, underline and read aloud only the new information and refer folks to the OS for details. If the writer has used acronyms, find out what they stand for and write them out so you will read the whole name. e.g. for “RSC” say “Religious Services Committee”.

Get your hymnal(s) and put them on the chair you will return to after reading the announcements.

At the designated time, proceed to the pulpit and introduce yourself. If you are presenting a Committee Focus, introduce your committee next. Then, using the script, welcome guests and visitors, and then invite the congregation to greet their neighbors. When the children are in the service, which is most Sundays – except for Family Chapel Sundays - the Wisdom Story occurs after the greeting of neighbors. If so, you’ll pause and return to your seat on the stage during the story, and then return to the pulpit and read the announcements as the children and RE volunteers are leaving. When the announcements are done, your role is over and you can return to your seat with the rest of the congregation.