

# General Tips

1. Paraphrase and ad-lib. This is more a guide than a script. If you make a mistake: Don't apologize...improvise!
2. Start on time. At 10:25 a.m. ask one of the greeters or someone else to let people in the kitchen and vestibule know that you are about to start. Then to close the doors to the sanctuary after you have started. Be standing at the podium at 10:30 a.m. and start with some general welcoming words. When you have everyone's attention, move to your opening words or call to worship.
3. Watch the time. Aim to conclude the program by 11:30 or 11:35 a.m. and announcements by 11:45 a.m. You can use your body language to help cut off candle lighting and other participatory parts of the program by stepping closer to the podium when it nears the time to close that part of the service, then step in at the first opportunity. Let the speaker know ahead of time how much time s/he has. Check the time before opening the program up for questions.
4. Relax and Smile.

# Before the Service

1. **Place Orders of Service, hymn books and/or supplements on every other chair or every third chair.** (Kids are great at helping with this.)
2. **Ask one of the teens if they are willing to light and extinguish the chalice.** Light the chalice yourself if you don't ask someone beforehand. Don't put someone on the spot during the service!
3. **Turn on the sound system in the sound room. A single ON/OFF switch on the top shelf turns on the whole system.** (You can adjust the volume on the right side of the mixing board on the second shelf. The left hand blue slider controls the volume in the main sanctuary. The right hand slider is for the foyer/office/crying room and sound room. You shouldn't need to touch these unless someone has messed with them.)
4. **Replace the candle in the Chalice if it is short.**
5. **Ready the bowl for the candle lighting.** Remove old candle stubs, wax and matches. Put reusable candle ends in one half of the divided basket and fresh candles in the other. There should be extra candles under the podium or in the storage room. Smooth the sand and make a Zen garden pattern if you want.
6. **Put the stand with the cordless mike next to the chair for the children's story.** Test the mike to make sure the battery is not dead. There should be extra 9v batteries under the podium. There is an ON/OFF switch and a mute switch on the side. Set both to OFF after testing.

7. **Find out who is telling the Children's Story. Arrange the pillows up front for the children.** (If you don't see them, check the crying room.)
8. **Organize the podium.** Make sure you have a hymn book, Order of Service, and the notebook with this script on top. Check location of offering baskets, chimes and matches inside.
9. **Check that there is a chair for the lay leader at the back of the risers facing the congregation.** Sit here during any part of the program when you are not speaking. It makes people feel less anxious knowing you are there holding everything together.
10. **Ask a Greeter or someone else to take a head count during the service,** unless you want to do it yourself during the offering.
11. **Greet the speaker and show him/her to a chair up front.** Remind him/her of the time allotted for the talk. Place a carafe of water and a glass near the podium.
12. **A few minutes before the service, have a greeter or child ring the bell or chimes – gently – to call people to their seats.** Ask the greeter or someone in the back row to close the doors once the service has started. Go to the podium and be ready to start on time with your Welcome and Opening Words.

# Welcome

Good morning and welcome to the Unitarian Universalist Fellowship of Fairbanks on this (weather, season, holiday or significant date) morning.

If you are having difficulty hearing me, we do have several Personal Hearing Devices that will make it much easier to hear the service. They are available from the sound room in the back, or we can bring one to you.

*[Keep talking in an informal manner until you have everyone's attention and the hall is quiet. Then pause and recite your opening words or call to worship.]*

## Call to Worship (*option 1*)

I want to welcome you this morning with the words of Barbara Hamilton-Holway:

“We gather here as individual people:  
young and old; male and female;  
temporarily able and disabled;  
gay, lesbian, bisexual and straight people,  
all the colors of the human race;  
theist, atheist, agnostic; pantheist;  
Christian, Buddhist, feminist, humanist.

We gather here as a community of people who are more than categories.

We gather here – each ministering to the other, meeting one another’s strength, encouraging wholeness.

We give thanks for this extraordinary blessing – the gathering together of separate, unique individuals as one whole, one body, our church.

Here may our minds stretch, our hearts open, our spirits deepen.

Here may we acknowledge our brokenness and be ever stirred by love’s infinite possibilities.”

## Call to Worship (*option 2*)

I want to welcome you here this morning with the words of Erika Hewitt, inspired by a poem of Mary Oliver's:

“As we enter into worship, put away the pressures of the world that ask us to perform, to take up masks, to put on brave fronts.

Silence the voices that ask you to be perfect.

This is a community of compassion and welcoming.

You do not have to do anything to earn the love contained within these walls.

You do not have to be braver, smarter, stronger, better than you are in this moment to belong here, with us.

You only have to bring the gift of your body,  
no matter how able;  
your seeking mind,  
no matter how busy;  
your animal heart,  
no matter how broken.

Bring all that you are, and all that you love, to this hour together.”

## **Opening Words with Call to Worship** *(option 3)*

*[Insert additional opening words or poem here if desired.]*

We come together this morning as a community of people with different beliefs and diverse backgrounds who embrace basic principles, which include the freedom to engage in our own personal search for truth and meaning.

We come together in the spirit of mutual caring and respect to celebrate life, offer service, and work for a better world.

## **Opening Words with Call to Worship** *(option 4)*

*[Insert additional opening words or poem here if desired.]*

We are a place for those who yearn for honest spiritual and religious inquiry, without dogma or guilt.

A place where people of reason, humor and compassion come together to explore life issues and work for a world based on peace and justice.

A welcoming congregation... a place where people of all races, religious backgrounds and sexual orientations are welcome not because of who you are or what you believe, but just because you are here.

# Chalice Lighting

*If the Chalice Lighting is printed in the program...*

I would like to invite       name       to come up and light the Chalice this morning. As s/he lights the Chalice, please join me in reading the words printed in your program...

OR

*If the Chalice Lighting is in the hymn book...*

I would like to invite       name       to come up and light the Chalice this morning. As s/he lights the Chalice, please join me in reciting Reading number      at the back of the hymn book...

OR

*Light the chalice yourself if you didn't have a chance to ask someone beforehand. Don't put someone on the spot during the service! Say something like,*

The flaming Chalice is a symbol of our faith. It unites our members in worship and symbolizes the spirit of our work in the service of truth, justice and compassion. As I light the Chalice this morning, please join me in reading the words...

# Children's Story

      Name       will read today's Children's story. Children are invited to come up and sit on the pillows so they can see better.

*[Turn on cordless mike for the storyteller. The switch is on the side.]*

*After the story...*

Let us stand and sing the children out to their classrooms. Would the people along this aisle *[gesture]* please form an arch for the children to pass under?

(Children, please wait until we're ready.)

Let us join now in singing **Hymn # 413, Go Now in Peace.**

*[Move the pillows to the wall after kids leave. Turn off the mike and move the mike stand slightly in front of the candle lighting bowl.]*

# Joys and Sorrows & Silent Reflection

This is the time for the sharing of Joys and Sorrows. It is a time for sharing heartfelt personal experience. It is a sacred time. This is not a time for announcements, political manifestos, or expressions of anger. (However, righteous indignation is OK.)

If you woke this morning with a sorrow so heavy that you need the help of this community to carry it; or if you woke with a joy so great that it simply must be shared, please come up at this time.

Remember to say your name and speak into the microphone so that those in the crying room or with personal hearing devices can hear you. And please remember, “Blessed are the brief.”

*Turn cordless mike ON. Watch the time. Let candle lighting go about 5 minutes. It's OK to let silence build between candles, but stand up & step in to signal the end if it begins to get long. After the last candle...*

Thank you for sharing your joys and sorrows. I'll light one last candle to honor all the thoughts and feelings that are unspoken but which remain in our hearts this morning.

*You can substitute a guided meditation here. Otherwise...*

Let's take a moment for **silent reflection**.

*Count or time 1 to 2 minutes then gently sound the chime.*

# First Hymn

Please stand and join in singing Hymn number \_\_\_\_\_.

*If it is in the supplement, add:*

It's in the green hymnal supplement.

*Bring your hand(s) up when people should stand. Leave enough time, so people are not rising on the first note of the song.*

*Remember that people in the crying room or with hearing devices will hear you louder than anyone else if you stand near the mike. Unless you are a confident singer, stand back and to the side of the podium while singing.*

# Offering

At this time in the service we collect the offering. If you are a first-time visitor, we invite you to let the basket pass you by and be our guest today. We hope others will give generously to support the work of this fellowship.

*Hand baskets to 2 helpers.*

As we pass the baskets, please join in reading the offering words from your program:

This fellowship is a community of ourselves,  
Its energy and resources are our energy and resources.  
Its wealth is what we share.  
When we contribute to the life of this fellowship,  
We affirm our lives within it.

*While baskets pass, take a head COUNT and record on tally sheet in the podium (unless you have asked a greeter or someone else to do this).*

*Collect baskets from helpers and put them under the podium.*

# Reading

*If the reading is RESPONSIVE (i.e. there are two parts):*

Our responsive reading today is           *title of reading*          ,  
number            in the back of your hymn book (*OR “printed in  
your order of service”*). I will read the plain type; please respond  
with the words in italics.

**OR**

*If the whole thing is in UNISON...*

Our reading today is           *title of reading*          , number             
in the back of your hymn book (*OR “printed in your order of  
service”*). Please join me in reading the words in unison...

## **Second Hymn** (*either before or after program*)

Please stand and join in singing Hymn number \_\_\_\_\_.

*If it is in the supplement, add:*

It's in the green hymnal supplement.

*Bring your hand(s) up when people should stand. Leave enough time, so people are not rising on the first note of the song.*

*Remember that people in the crying room or with hearing devices will hear you louder than anyone else if you stand near the mike. Unless you are a confident singer, stand back and to the side of the podium while singing, but DO face the congregation.*

# Program

*Prepare brief introduction of the speaker or program. You can use phrases from one of the hymns or readings as a transition or to establish the context for a talk.*

*Watch the time. Aim to finish program by 11:30 or 11:35, so service can end by 11:45. Let the speaker know that this is your goal. You can point out the large clock on the back wall, which makes it easy to monitor the time while speaking.*

*If there is time for Questions & Answers, use the cordless mike so those in the crying room, office or using the hearing devices can hear the questions. (Mute between speakers).*

*Announce time for “one last question” to bring to conclusion.*

## **Third Hymn (*optional*)**

Please stand and join in singing Hymn number \_\_\_\_\_.

*If it is in the supplement, add:*

It's in the green hymnal supplement.

*Bring your hand(s) up when people should stand. Leave enough time, so people are not rising on the first note of the song.*

*Remember that people in the crying room or with hearing devices will hear you louder than anyone else if you stand near the mike. Unless you are a confident singer, stand back and to the side of the podium while singing, but DO face the congregation.*

# Extinguishing the Chalice

Before we close, I would like to ask        *person who lit the chalice*        to come up and extinguish the Chalice.

As the Chalice is extinguished, join me in reading the words from the hymn book, #456:

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

*As the last candles are being extinguished, read the closing words you selected. Closing words are generally read by the lay leader alone and not by everyone in unison.*

# **Introduction of Visitors**

We would like to welcome any visitors here this morning, or those here for the first time in a long time. Please join us after the service for coffee and conversation.

There is a guest book out in the foyer. If you include your address when you sign it, we'll include you on our newsletter mailing list for three months so you can learn more about the Fellowship and find out about upcoming services and events.

Is there anyone here today who would like to introduce a guest? Or any visitors who would like to introduce themselves?

# Announcements

I would like to draw your attention to the list of upcoming services and events printed in your program. Please note that we have a Youth Group that meets downstairs every Sunday from noon to one. High school students and young adults are welcome to attend.

If you have any announcements **related to Fellowship events** please come forward at this time.

If you have an announcement that is **NOT** related to the business or activities of the Fellowship, you may add it to the Community bulletin board in the entry.

Out of courtesy to all, please keep announcements as brief as possible.

*Make sure people use the microphone. After last announcement...*

If there are no other announcements, please join us in the foyer for coffee and fellowship.

## **After the Service**

1. Turn off the sound system in the sound room. Make sure the power on the cordless mike is turned off.
2. If the speaker gets mobbed after the service, make sure s/he gets a chance to get coffee and refreshments, or offer to bring something to him/her.
3. Clean up the podium. Bring the offering to the office if no one comes to get it. Remove speaker's water and carafe. Make sure a copy of this script is left for next week's lay leader.
4. Write down the head count for the service. There should be a tally sheet under the podium. If not tell someone in the office what the count was.
5. Clear all candles from the candle lighting bowl. Put partially burned ones that are not too short in one side of the divided basket. Replenish the other side with fresh candles (kept under the podium or in the storage room.) Discard used matches and old wax. Smooth or rake the sand (the side or end of a candle works well).
6. Replace the candle in the Chalice if it is too short to make it through another service.
7. Put the storytelling pillows against the wall or in the crying room.