

# Planning Your Service

- 1. Overall:** “A Sunday gathering can involve people or exclude them. It must not be a performance. It should attempt to meet people’s needs to give thanks, affirm common values, acknowledge inadequacies, begin to heal, consider wisdom past and present, dedicate themselves to the future in hope and go forth in strength, as well as challenge them intellectually or ethically. All this, of course, cannot happen in every service. But a lay leader can be aware of how people are opened to the heights and depths of living, and plan accordingly.” (adapted from UUA website on Common Worship)
- 2. Build the theme:** Talk to your presenter about his / her topic. Maybe have coffee together. You can help him / her get ideas solidified. It will help you introduce the person and the theme.
- 3. Choose a flow:** Look at the Order of Service outline (The Script section of this document). Consider having a nice mix of “what we always do” with innovative or topical elements. Bring quotes and songs that build on the program topic and mean something to you. People will notice!
- 4. Sing!** The accompanist for your service may already have selected music that would fit the day’s theme. If you wish to select your own hymns, be sure to **give your hymn or other music choices** to the music committee and the musician(s) well in advance. Several weeks notice is always nice, but the accompanist must have your selections by no later than 5:00 p.m. on the Monday before your service. Marsha and the choir will lead the songs for the congregation.

5. **Read:** Check out what the hymnal has for readings. Go to [uua.org](http://uua.org) and search for Worship Web, and check other online sites, for their collections of readings, meditations, openings, and closings.
6. **Other Theme Props:** In addition to music and readings, consider other “theme enhancers” such as flowers, theme art, seasonal items.
7. **Three things:** Three things will add immeasurably to the meaning and depth of your service.

**First** is to have a clear and fervent sense of what you want people to take from the service, which you will articulate in your own words in the things you say and the readings you select.

**Second** is to think of your service as a work of art, a poem, a dance into which you are inviting the creative participation of many; this attentiveness will keep you open to many gifts.

**Third** is to keep connecting to the people in the congregation with your eyes and your heart. These three practices will help people relax into an open and reflective place in their lives, moving out of the ordinary into a deeply meaningful realm.

# The Week of the Service

1. **Lead.** You're the maestro! Weeks or days before your Sunday, consult the other members of your team (musicians, children's storyteller, speakers). The more you work as a trusting, cohesive group, the more the service will nurture and challenge our community.
  - a. **Check in with your guest speaker.** If you didn't get one already, ask for a short bio you can use in your introduction. If the speaker has never spoken at UUFF before, mail or email a copy of the Letter to Guest Speakers (a sample is provided as Appendix IV or you can download an electronic copy from the lay leaders page at [uuff.org](http://uuff.org)'s old website, which is still linked from the new website).
  - b. **Check in with the storyteller.** Does s/he want to sit in the chair and read a book, children facing front, or tell a story with the children facing the congregation. This will change your setup. If you or your speaker have a book or an idea for a story, the storyteller will probably be grateful. Remind him/her that you're looking for 5 minutes, not 8 or 10. Telling the story in their own words is often more engaging.
2. **Get the Order of Service to Janie by 5:00 p.m. Wednesday afternoon** before the service. Email works best <[info@uuff.org](mailto:info@uuff.org)>. If you don't email, call Janie and arrange another method. **Try to get as many of the shorter "in unison" texts into the document as you can** – it's a LOT easier for visitors and children. There are sample Orders of Service in the Appendix II of this document.

- 3. Plan your service, including transitions.** Read through the following script ahead of time and make it your own. You can customize your script for the service by rearranging the pages into the order you want and inserting pages with your own cues and readings. Think about transitions that work with your readings, songs and theme. Substitute your own words of welcome or Call to Worship if you want. Paraphrase and ad lib. The words here are meant to be a guide, not something to be read verbatim every Sunday. Eye contact and confidence help the congregation relax and trust you. If you make a mistake: Don't apologize...improvise!
- 4. Get the key the week before.** There is a lay leader's key in the box behind the office door (don't forget to put it back). Or use the key in the magnetic lock box outside the red doors. Janie or the Program Team leaders will have the combination which, for security reasons, cannot be listed here. (Chances are that the folks setting up the coffee are there already, but be prepared just in case.)
- 5. Choose a wayside pulpit message.** The Wayside Community Pulpit is the saying displayed on the UUFF entrance sign. You can change the saying to one appropriate to the subject of the service you are leading, here's how: Three lists of sayings are posted on the left wall of the skinny closet to the right of the kitchen. Below the lists, the signs are upside down with the group and number on the right corner. Remove the one you want CAREFULLY. It is best if two people work together to change the sign: Open the back of the sign, replace the displayed saying and return it to storage in the correct group and number. The sign now has a light. The light switch is on the back of the sign. If you would like a run through, contact either Laurel or Ed McLaughlin.

# The Day of the Service

1. **Come early! (~ 9:45)** so you are finished with your preparations before your colleagues and partners arrive. (Note: one Sunday I arrived to chairs stacked on the side of the sanctuary. Not very calming...) As lay leader, you'll be directing a nice handful of folks. You will need to spend time with them to make sure they're relaxed and have everything they need. Inevitably, someone's running late, and you can hold it together by not being in a panic yourself.
2. **If there's a Greeter, they'll hand out Orders of Service.** Otherwise, make sure they are placed on the corner of the name tag station so people can take one as they enter the sanctuary. They should be waiting for you on the corner of the desk in the office. If hymn books are not already out, ask someone to place them and/or supplements on every second or third chair. (Kids are great at this.) The greeter can also help you in other ways. Ask them if they will:
  - a. **Around 10:25 a.m. invite people in** the foyer and kitchen to join the service. Or else have them ring the bell or chimes – gently – to call people to their seats.
  - b. **At 10:30 a.m.** (or once the service has started) **close the doors** to the sanctuary.
  - c. Bring hearing devices to those that want them.
3. **Turn on the sound system in the sound room.** A single ON/OFF switch on the top shelf turns on the whole system. Adjust the mic on the podium so it's aimed at your mouth. Ask someone to sound check you. Also, sound check the cordless mike – the (expensive) batteries

die if it's left on after the last service, which happens. This mike has two switches: power (on/off) and mute. Leaving the power on, even if the mute is off, will drain the battery.

If the sound isn't live enough, 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, soundproof family room, and sound room. You shouldn't need to touch these unless someone has messed with them.

**4. Prepare the Chalice. Also prepare candles (or stones\*):**

- a. Ask someone if they are willing to light the chalice.** Show them the tea light that will be lit, and give them a candle to hang on to, which they will use to light the chalice when they come up. *Light the chalice yourself if you don't ask someone beforehand. Don't put someone on the spot during the service!*
- b. Replace the candle in the Chalice if it is not fresh.**
- c. Ready the bowl for the candle lighting.** Discard old candle stubs, wax, and matches. Save only candles that are large enough to reuse (at least 3"). Smooth the sand and make a Zen garden pattern if you want.
- d. Replenish the basket of candles** on the stand beneath the bowl. 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.
- e. Light a tea candle** and place it in the candle lighting bowl. It will be used to transfer the flame to the Chalice during the chalice

lighting, and for Joys and Concerns. Matches should be under the podium.

- f. **\*On the first Sunday of the month, we will lay stones in the sand** instead of lighting candles. Make sure the sand is prepared and rocks are available.
5. **Arrange the storyteller's chair and cordless microphone.** Put the stand with the cordless mic next to the chair for the children's story. Test the mic to make sure the battery is not dead. There should be extra 9v batteries in the sound room. There is an ON/OFF switch and a mute switch on the side of the mic. Set both to OFF after testing. Set out the pillows for the kids. If the pillows aren't in the story-telling area, check the soundproof family room.
6. **Organize the podium.** Make sure you have a hymn book (and supplement, if needed), Order of Service, and the notebook with this script (or your own customized version) on top. Check location of offering baskets and chimes. If desired by the speaker, place a carafe of water and a glass near the podium.
7. **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. The speaker will generally sit with the congregation, unless s/he is co-leading the service.
8. **Greet the speaker and show him/her to a chair up front.** Remind him/her of the time allotted for the talk (~20 min. or no more than 25 min.). Occasionally time should be left for cross talk. The use of crosstalk will generally be determined ahead of time and announced.

9. **Get helpers for the offering.** Check with the greeters or people sitting in front to see if they will pass the collection baskets. The service will flow more smoothly if you don't have to eyeball someone from the podium to find assistance at the last minute.
10. **A few minutes before the service,** or at 10:25 a.m. if there is no greeter, have someone invite people in the entry to join the service or ring the bell or chimes – gently – to call people to their seats. Ask someone in the back row to close the doors once the service has started (if there is not greeter). Go to the podium and be ready to start at 10:30 a.m.
11. **Start on time.** If you start with a hymn, the awkwardness of this moment will be absorbed by the standing and singing. Otherwise, be standing at the podium at 10:30 a.m. and start with some general welcoming words. Then, when you have everyone's attention, move to your opening words and call to worship.
12. **Watch the clock.** Aim to conclude the program by 11:30 or 11:35 a.m., and never past 11:45 a.m. You are the timekeeper. You can use your body language to help cut off candle lighting and other participatory parts of the program. Step closer to the podium when it nears the time to close that part of the service, then step in at the first opportunity. Remind the speaker how much time s/he has. Check the time before opening the program up for cross talk or questions after the speaker finishes. If time is too short, invite the speaker and congregation to talk during coffee hour or come back to the sanctuary for discussion after a brief time for refreshment.
13. **Relax and Smile.** The hard work is done. Enjoy the moment.

## **Prelude (by 10:25)**

*If there is a prelude, ask the greeter to invite people into the sanctuary early (at 10:20a). It can be embarrassing if someone has worked to prepare a piece of music and no one is sitting to listen.*

# Welcome & Call to Worship (10:30)

*It's really a plus if you can get across the gist of the following while looking at the people you're welcoming.*

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

My name is \_\_\_\_\_, and I am the lay leader this morning.

We're especially glad to welcome all who are new to our community. Please see the back of the order of service for more on who we are and how our service works. There will be an opportunity later in the service to introduce yourself or a guest, if you would like to.

If you are having difficulty hearing me, we have several Personal Hearing Devices that will make it easier to hear the service. They are available from the Greeter by the door, or you can raise your hand and someone will 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 your words of welcome and/or a call to worship that invites people to enter a spiritual place and says a bit about who we are and that we welcome all comers.*

*There are four Calls to Worship in the back of the binder. You can find more online at the UUA Worship Web or write your own.*

# Announcements

I would like to draw your attention to the list of upcoming services and events printed in your program.

Some of our upcoming events are:

*Read any late or special written announcements you have been given.*

*Also, remember to look at the announcements ahead of time to make sure the youth are not taking the day off before you read the Youth Group announcement above!*

# Opening Words

*Choose some opening words that invite people to enter a spiritual place and sets the tone for the service.*

# Introducing the Theme

Today ....

*Introduce the theme of the service by saying something about the program and/or speaker, and why it is important or exciting.*

*Sounding the theme is important for the integrity of the service -- there is a point, and you really want people to be ready to get it. It doesn't have to be brainy or profound, but rather true to who you are.*

# Chalice Lighting

**Option 1)** *Reading in Unison (Print it in the Order of Service – don't ask people to fumble in the book. Instead of one of the usual chalice lightings, you could use one of the 7 Principles, with the text printed in the OOS. If the words aren't in the OOS, read it yourself):*

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

**OR**

**Option 2)** *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:*

As I light the Chalice, please join me in reading the words printed in your program...

**OR**

**Option 3)** *Chalice Meditation: Arrange the week before to have someone write a short personal statement about Unitarian Universalism in their life. Have the person step forward to light the chalice and read their statement.*

I would like to invite     name     to come up and light the Chalice this morning and give us today's chalice meditation.

# Opening Hymn

Please stand in body or spirit and join in singing hymn  
number           *number*          ,           *title*          .

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

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

# Children's Story & Go Now in Peace

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

After the story has finished, people along this aisle *[gesture]* will form an arch. Others may wish to place their hands on the shoulders of the person next to them to strengthen the arch. We will sing hymn #413, Go Now in Peace, as the children pass beneath the arch to go to their classrooms.

*Turn on cordless mic for the storyteller. The switches are on the side.*

*After the story...*

*Gesture with your left hand if the people are not already making the arch. Cue the accompanist if she hasn't already started to play. Should there be no accompanist, you will need to start the song. Don't worry, people will join in as soon as they hear you give them a starting note!*

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

## Joys and Concerns (~10:50)

*Turn on the cordless mike and use it to say something like...*

Now is the time for the sharing of Joys and Concerns. It is a sacred time for sharing heartfelt personal experience.

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, now is the time.

Say your name and speak into the microphone so that those in the soundproof family room or with personal hearing devices can hear you.

**First Sunday of the month:** I invite you to come forward and set a stone onto the sand and share your thoughts with us, briefly. On this Low Carbon Sunday, we have replaced candles with stones. The stone may represent your milestone, millstone, or stepping stone. The sand surrounds and supports the stones, just as we are surrounded by the love and support of this fellowship in our times of joy and concern.

**Other Sundays:** As you come forward to light your candle, please remember, brief sharing allows more people to share.

*Place mike in the stand. Pick up basket from the shelf on the stand. Move a couple steps to the side. Hold the basket of candles for people as a*

*kindness to them -- no awkward bending down and fumbling for what they can't see.*

*Watch the time. Let Joys & Concerns go up to 5 minutes. It's OK to let some silence build in between people, but stand up & step in to signal the end if it begins to get long. After the last candle...*

I'll light one last candle (lay one last stone) to honor all the thoughts and feelings that are unspoken but which remain in our hearts this morning.

## **Moment of Silence or Guided Meditation**

***Option 1) Moment of Silence.*** *If you choose to have a moment of silence and you have listed it in the Order of Service, there is no need to announce it. The congregation will still "get it." If it is not in the Order of Service, you may choose to say:*

We will now share in a moment of silent reflection.

*Take a seat and breathe. Count or time 1 to 2 minutes, then gently sound the chime.*

***OR***

***Option 2) Guided Meditation.*** *You may wish to introduce the meditation highlighting its connection or relevance to UUs (i.e. the name of the UU minister or fellowship it came from, the name of a historic UU event it commemorates, or what UU principle or theme it relates to).*

*Speak the words of the guided meditation in a slow and deliberate manner. If you rush, it's not meditative!*

## Second Hymn

Please stand in body or spirit and join in singing Hymn number \_\_\_\_\_.

*If it is in the supplement, add:*

It's in the soft-cover hymnal supplement.

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

# Reading

*Introduce the reading:*

Following our theme today we have a reading from  
      *Author*       who *introduces / explores / etc.* the theme of  
*theme or idea related to today's service.*

It is number \_\_\_ in the back of your hymn book (*OR "printed  
in your order of service"*).

***If in unison:*** Please join me in reading the words.

***OR***

***If responsive, there really is no need to give people directions. They will  
pick it up quickly enough. If you choose, however, you can say: I will  
read the plain type; please respond with the words in italics.***

## **Program (~11:00)**

*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.*

*If using audiovisuals during the program, place the chalice out to the side of the risers so that everyone has a chance to see.*

*Watch the time. Aim to finish program by 11:20 so the service can end by 11:30. 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.*

## **Cross Talk**

*If the program lends itself, and there is time for congregation response (“cross-talk”), use the cordless mic so those in the soundproof family room, office, or using the hearing devices can hear the questions. (Mute between speakers).*

*Limit cross talk to ten minutes. Announce time for “one last question” to bring to conclusion.*

# Offering

At this time in the service we collect the offering. There are many ways that each of us contributes to our congregation. Many donate monthly or electronically. As you pass the basket imagine the variety and entirety of the gifts that we all gladly offer. *Hand baskets to the greeters or 2 helpers.*

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

*You can use the following, or find another set of words you wish to use.*

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.

*If it is the first Sunday of the month, this may be when the choir sings its monthly selection.*

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

# Introduction of Visitors

*While baskets are being collected can be a good time to begin the Introduction of Visitors. It helps keep the service moving along.*

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

We have guest cards out in the foyer. They have check boxes that will allow you to get on our email announcements list or to get added to 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?

## Recapping the Theme

*Ad lib the connections between the talk and your theme, and UU-ism in general, or this community in particular, especially if the talk is more abstract or topical. People will appreciate your effort to "bring it all home."*

# Closing Hymn

Please stand in body or spirit and join in singing Hymn number \_\_\_\_\_.

*If it is in the supplement, add:*

It's in the teal hymnal supplement.

## Extinguishing the Chalice

*Just as lighting the chalice signals the beginning of the actual service, extinguishing the chalice signals closure. If you move this earlier in the service, people will often feel uneasy, like the service has two endings. Only your closing words should come after extinguishing the chalice.*

*Words for this segment are almost always brief enough to print in the Order of Service.*

As person who lit the chalice or someone else comes up to extinguish the Chalice, please join me in saying the words printed in your Order of Service.

## Closing Words

Our closing words today come from author.

*After the chalice has been extinguished, read the closing words you selected. Closing words are generally read by the lay leader alone and not by everyone in unison. If you use a unison reading, it should be printed in the Order of Service.*

Please allow parents to leave first to retrieve their children from RE, and then join us all in the foyer for coffee and fellowship.

*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.*

**Postlude** (if any)

# After the Service

1. Good job. Give yourself a pat on the back.
2. Turn off the sound system in the sound room. Make sure the power on the cordless mic is turned off.
3. 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.
4. Clean up the podium. Take the offering to office if the treasurer hasn't already taken it. Remove water glass and carafe.
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. Replace storytelling pillows against the wall or in the soundproof family room.

# Appendix I: Calls to Worship

## *Call to Worship (option A)*

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 B)***

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 C)***

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 D)***

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.

## **Appendix II: Order of Service (OOS)**

The following are samples of recent services at UUFF. Feel free to use one of these or rearrange the order to best suit the service you are leading. Nothing is set in stone, and as long as it is printed in the OOS, the congregation will be able to follow along.

**Hymns:** Generally, we sing three hymns (not including singing the children out with #413). You may even choose to do a hymn before the Welcome as a method of getting congregants seated before the start of service.

**Announcements:** Announcements are usually read at the beginning of service, but we have done them at the end in the past. Regardless, announcements should be read by the lay leader to keep the length of the service on track.

**Ending the service:** People seem more comfortable when the extinguishing of the chalice and the closing words are the last two things in the service. Having anything after them disrupts the sense of closure to the service. Do so with caution and purpose.

## Sample 1

Welcome and Announcements  
Opening Words  
Chalice Lighting  
Hymn 1  
Children's Story (not in summer)  
Hymn #413 (not in summer)  
Joys and Concerns  
Silent Reflection  
Responsive Reading  
Hymn 2  
Program  
Offering  
Introduction of Guests  
Hymn 3  
Extinguish the Chalice  
Closing Words

## Sample 2

Opening Words and Welcome  
Chalice Lighting  
Hymn 1  
Children's Reading (not in summer)  
Hymn #413 (not in summer)  
Joys and Concerns  
Silent Reflection  
Hymn 2  
Program  
Hymn 3  
Offering  
Extinguish the Chalice  
Introductions  
Closing Words  
Hymn 4

## Sample 3

Welcome  
Announcements  
Responsive Reading  
Opening Words/Chalice Lighting  
Hymn 1  
Children's Story (not in summer)  
Hymn #413 (not in summer)  
Joys and Concerns  
Responsive Reading  
Choir Anthem  
Program  
Offering  
Introductions  
Hymn 2  
Extinguish the Chalice  
Closing Words

## Sample 4

Welcome and Announcements  
Opening Words  
Chalice Lighting  
Hymn 1  
Children's Story (not in summer)  
Hymn #413 (not in summer)  
Joys and Concerns  
Silent Meditation  
Responsive Reading  
Hymn 2  
Program  
Offering  
Hymn 3  
Introduction of Guests  
Closing Words  
Extinguish the Chalice

## Sample 5

Hymn 1

Welcome

Announcements

Opening Words

Chalice Lighting

Children's Story (not in summer)

Hymn #413 (not in summer)

Joys and Concerns

Guided Meditation

Hymn 2

Responsive Reading

Program

Offering

Introductions

Hymn 3

Extinguish the Chalice

Closing Words

# Appendix III: Wayside Pulpit

## *The Wayside Community Pulpit (Series 5)*

1. War does not determine who is right—only who is left.

—Anonymous

2. The real measure of your wealth is how much you'd be worth if you lost all your money.

—Anonymous

3. We grow neither better nor worse as we get old, but more like ourselves.

—May Lamberton Becker

4. Give us a child's faith, that we may be cured of our cynicism.

—Sara Moores Campbell

5. Prayer does not change things; prayer changes people, and people change things.

—Lon Ray Call

6. Nothin is more dangerous than an idea, when you have only one idea.

—Émile-Auguste Chartier

7. We make a living by what we get, we make a life by what we give.

—Winston Churchill

8. Never does hatred cease by hating in return.

—Dhammapada

9. Religion is something you do, not something you wait for.

—Charles G. Finney

10. An eye for an eye only ends by making the whole world blind.

—Mohandas K. Gandhi

11. Prejudice is the child of ignorance.

—William Hazlitt

12. If we cannot agree, let us at any rate agree to differ, but let us part as friends.

—Mohammad Ali Jinnah

13. To be blind is bad, but worse to have eyes and not to see.

—Helen Keller

14. We must learn to live together . . . or perish together as fools.

—Martin Luther King, Jr.

15. If there is to be peace in the home,  
there must be peace in the heart.

—Lao-Tse

16. Can any of you by worrying add a  
single hour to your span of life?

—Luke 12:25

17. Many candles can be kindled from  
one candle without diminishing it.

—Midrash

18. True religion is the life we lead,  
not the creed we profess.

—Louis Nizer

19. At times our own light goes out  
and is rekindled by a spark from  
another.

—Albert Schweitzer

20. To worship the wise is much  
easier than to profit by their wisdom.

—Clinton Lee Scott

21. Every child comes with the  
message that God is not yet

discouraged.

—Rabindranth Tagore

22. It is not how much we do, but how  
much love we put in the doing.

—Mother Teresa

23. Why should we live in such a  
hurry and waste of life?

—Henry David Thoreau

24. If it is language that makes us  
human, one half of language is to  
listen.

—Jacob Trapp

25. Everything in nature is  
resurrection.

—Voltaire

26. Education is not the filling of a  
pail, but the lighting of a fire.

—William Butler Yeats

## ***The Wayside Community Pulpit (Series 6)***

1. The freedom of the mind is the beginning of all other freedoms.  
—Clinton Lee Scott
2. May your life preach more loudly than your lips.  
—William Ellery Channing
3. To be religious is not to feel, but to be.  
—Reinhold Niebuhr
4. If you cannot find it in yourself, where will you go for it?  
—Chinese proverb
5. Unanswered questions are far less dangerous than unquestioned answers.  
—source unknown
6. You need not think alike to love alike.  
—Francis David
7. An idea is a curious thing. It will not work unless you do.  
—Jaeger's Facts
8. There's more to life than increasing its speed.  
—Mahatma Gandhi
9. I make the most of all that comes, and the least of all that goes.  
—Sarah Teasdale
10. The strictest justice is sometimes the greatest injustice.  
—Terence
11. To lead the people, walk behind them.  
—Lao Tzu
12. To become a father is not hard. To be a father is.  
—Wilhelm Busch
13. To dream of the person you would like to be is to waste the person you are.  
—Anon
14. Your children need your presence more than your presents.  
—Jesse Jackson
15. A closed mind is like a closed book, just a block of wood.  
—Chinese proverb
16. Growth itself contains the germ of happiness.  
—Pearl S. Buck
17. Never lost a holy curiosity.  
—Albert Einstein
18. Church is a place where you get to practice what it means to be human.  
—James Luther Adams

## ***The Wayside Community Pulpit (Series 7)***

1. It is never too late to be what  
you might have been.

—George Eliot

2. The aging aren't only the old;  
the aging are all of us.

—Alexandra Robbin

3. And how are the children?

—Masai warrior greeting

4. If you understood everything I  
said, you'd be me.

—Miles Davis

5. No question is ever answered  
until it is settled right.

—Ella Wheeler Wilcox

6. God means movement, and not  
explanation.

—Elie Wiesel

7. I was thinking of the greatness  
of what was human, and found  
myself in the divine.

—Juan Ramon Jimenez

8. You don't have anything if you  
don't have the stories.

—Leslie Marmon Silko

9. Without justice, courage is  
weak.

—Benjamin Franklin

10. Each snowflake in an  
avalanche pleads not guilty.

—Stansilaw J. Lee

11. How we spend out days is, of  
course, how we spend out lives.

—Annie Dillard

12. Now is the accepted time, not  
tomorrow, not some more  
convenient season.

—W.E.B. DuBois

## **Basic Directions for Using the Sound System**

**Unitarian Universalist Fellowship of Fairbanks**

**Pete Bowers**

**December 20, 2005**

**Updated: November 2, 2007**

### **General:**

At its most basic, there are only two essential controls the average user needs to know about: (1) the *ON/OFF switch* on the left side of the top shelf, and (2) the two *VOLUME controls* (two blue slider switches) on the right side of the mixing board on the second shelf.

### **On/Off Switch:**

There is no need to turn any individual component on/off, as it is all controlled automatically by the sound conditioning unit on the top shelf. Leave all individual on/off switches alone! This ensures that equipment is turned on/off in the proper sequence, and nothing is damaged. One switch does it all.

### **Volume:**

Look on the right side of the mixing board on the second shelf. The left hand blue slider on the mixing board controls volume in the main sanctuary, the right hand slider controls volume in the adjacent areas (including the foyer/reception area, a small speaker in the office, a small speaker in the cry room, and a small speaker in the sound room itself. There are also individual volume controls in each of these three small rooms). Volume controls for each channel are adjusted by the white sliders on the mixing board (see below).

### **Lower Shelf:**

DO NOT touch anything on the lower shelf! The amplifiers and equalizers (EQ) units have been pre-set, and are adjusted electronically to the acoustics of this room. If you change any of these settings, you may be asked to pay our sound engineering consultant to come back and re-adjust everything.

### **Main Mixing Board:**

(aka “Mackie” Board; second shelf). This unit is what controls individual input/output, volumes, EQ, and is what gives us the flexibility to use the system for many purposes. Normally, the following channels are hooked up full time: #1, #9/10, and #11/12.

Channel 1: This is the input, EQ, and volume control for the podium microphone. The podium mic will be “on” as soon as the system is turned on, unless you push the channel 1 mute button. Ideal volume level = 7.5 below “U”. See below for further information.

Channel 9/10: This is the input, EQ, and volume control for the cordless microphone. Note that the cordless mic also has an on/off switch and a mute switch on the mic itself. Ideal volume level = 5 below “U”. See below for further information.

Channel 11//12: This is the input, EQ, and volume control for the CD player. This can be set at any desired volume level. See below for further information.

Tape Return: This is the output, EQ, and volume control for the tape player. Tape playback can be set at any desired volume level. See below for further information.

Headphone Volume: The headphone volume controls the overall volume going out to the six PHDs (personal hearing devices). There normally is no need to adjust either this or the transmitter controlling the PHDs. Each PHD has an individual volume control. See below for further information.

Mute buttons: These small square buttons are located on the mixer just above the main white sliders. When pushed down, that individual channel is off. When in the up position, that individual channel is on.

Other channels: Normally there is nothing hooked up to channels 2, 3, 4, 5, 6, 7, or 8. If you need additional microphones (for example for a vocal mic and instrument mic for a guitar player), those mics could be hooked up (in no particular order) to these other channels. If you need to hook up an extra mic, go to the front of the room and find the cable junction box behind the podium. A microphone cable plugged into slot #3, for example, would then be controlled by a slider and mute button #3 on the mixer.

### **Podium Microphone:**

Speak normally—this is a very sensitive mic that will pick up your voice in front of, or to both sides of the mic. Try speaking about 8: to 12: away from the mic. (See “channel 1” above for further information.)

### **Hand Held (cordless) Microphone:**

This type of mic requires that you speak fairly closely to the mic, and directly in front of it. A 4” to 6” distance should be adequate. (See “channel 9/10” above for further information.)

### **CD Player:**

This is operated as any normal CD player. The volume should be adjusted via slider #11/12 on the main board instead of at the CD player. Remember: DO NOT turn the CD player on/off at the CD player! This is done automatically when the system powers up or shuts down, with the master on/off switch on the top shelf.

### **Tape Player:**

This is operated as any normal tape player. It is hooked up with both input and output, so we can record as well as play tapes. The volume output should be adjusted via the slider on the main board instead of at the tape player. Tape recording level should be preset on the tape player, but can be adjusted if necessary. Remember: DO NOT turn the tape player on/off at the tape player!

**Personal Hearing Devices (PHDs):**

We have six of the units to help the hearing impaired. The only control that the user adjusts is the volume control on each device. These devices require a battery, which needs to be replaced periodically.

**Playing Sound from Other Devices through the Main Sound System:**

We have the capability of playing audio output from laptops, DVD and CD players, video projectors, iPods, etc. through the main sound system. There is a special cable adapter that should be used under most conditions. This is in the plastic box on the right side of the shelf. With the proper cabling, the auxiliary device can be plugged into either the junction box behind the podium mic, or directly into one of the free channels on the main board. See Pete for details.

**Questions/Problems:**

If you have any questions or problems, call Pete at 455-6528 (h), 388-4960 (cell), or Larry at 479-6828. If we have major sound engineering problems or a similar disaster, contact Martin at Pro Music: 456-8324.



Dear [Guest speaker name],

We are delighted to welcome you to the Unitarian Universalist Fellowship of Fairbanks. Thank you for accepting our invitation to speak on Sunday, [month/date]. We hope you'll enjoy yourself and find your time well spent. This letter tells you a little about the Fellowship and what to expect when you arrive. If you are unfamiliar with Unitarian Universalism, you can learn more about its history and practice at [uuff.org](http://uuff.org) or at the national UU website, [www.uua.org](http://www.uua.org).

We are a lay-led fellowship, which means that we have no minister. On the Sunday you will be speaking, [lay leader name] will lead the service. The lay leader will select other worship elements (readings and music) to complement your presentation and provide overall balance and unity to the service.

If you haven't yet given us a title for your talk and short bio about yourself, please do so. Your presentation should last 20 minutes, or a bit less if you want to allow time for questions. (People may also ask you questions after service during coffee hour.)

The service starts at 10:30 a.m. Plan to arrive no later than 10:15 a.m., introduce yourself to the lay leader if s/he hasn't done so first, and take a seat near the front of the sanctuary. When it is time for you to speak (about 30 minutes into the service), the lay leader will introduce you.

We're an informal group that dresses casually (anything from jeans to office wear) and laughs easily. Although predominantly liberal and middle-class, the 50 to 75 adults you will see on Sunday morning are politically and economically diverse and were brought up in a variety of religious faiths. We are open and affirming to all people, regardless of sexual orientation or gender identity. Theologically, we run the gamut from atheists and agnostics to pantheists and monotheists.

Unitarian Universalism is based on religious freedom. We do not tell people what to believe. Instead, we provide a beloved community in which individuals, working together and alone, are encouraged to find answers that are meaningful in the context of their own lives. We draw on all sources of knowledge—personal experience, religious texts, science and reason, faith and intuition—in the search for answers. The most well-received talks are those that make us think, inspire us to action, and speak to our daily lives.

Early in the service we set aside five minutes for a story or short dialogue with our preschool and elementary-age children. If your topic and skill lend themselves to this (or if you know a storybook illustrating your theme that someone else could read), please let the lay leader know. Older youth will stay for the whole service.

We look forward to your visit!

In faith,

[Your Name]  
[phone, email]