Lay Leader Check List

☐ Orders of Service and Personal Hearing Devices set out

☐ Greeter asked to help move people into Sanctuary at 10:25 and close the doors to the Sanctuary once the service has started (using crescent pillow to hold open right-hand door)

☐ Sanctuary lights and fans on (as needed - but not fan at front)

☐ Window shades up

☐ Hymnals on chairs

☐ Sound system on. Volume checked.

☐ Chalice candle replaced

☐ Someone invited to light the chalice

☐ Two people invited to collect the offering

☐ Candle lighting bowl cleaned up and tea light lit

☐ Basket of candles filled (or lid of stone box removed)

☐ Storyteller’s chair in position (not in summer)

☐ Cordless microphone battery tested and in position

☐ Podium arranged: Order of Service, hymnal with pages marked, offering baskets, chime ready, glass of water for speaker

☐ Chairs for lay leader(s) in place

☐ Speaker greeted and shown to a chair. Reviewed time expectations.
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!** Be sure to give your hymn or other music choices to the accompanist by two Fridays before your service. If you would like the accompanist to choose hymns pertaining to the theme of the service, let him/her know by **two Fridays before your service**. The choir will lead the songs for the congregation.
5. **Read:** Check out what the hymnal has for readings. Go to 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’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 Mel by 5:00 p.m. Wednesday afternoon** before the service. Email works best <info@uuff.org>. If you don’t email, call Mel 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. Mel 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! (9:30-9:45)** so you are finished with your preparations before your colleagues and partners arrive. 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. **Put out the Orders of Service and Personal Hearing Devices** on the corner of the Welcome table outside the Sanctuary doors. The Orders of Service should be waiting for you on the corner of the desk in the office. **If there’s a Greeter, they’ll hand them out before service.** 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 lights and fans (as needed) and raise the shades.** Do not turn on the fan at the front of the Sanctuary – it makes the candles burn down faster and unevenly. Check that the window shades are up before the service starts. (If a projector will be used during the service, just lower the shades before that part of the service. Don’t leave them down for the whole service.)
4. **Place Hymn Books on Chairs.** 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.)

5. **Turn on the sound system in the sound room.** A single ON/OFF switch on the top shelf turns on the whole system. Make sure the mic on the podium is 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. 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 loud enough, you can adjust the volume on the right side of the mixing board. 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. See the guide to sound system operation in the appendix for more details.

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

   a. **Replace the candle in the Chalice if it is not fresh!** A half-size candle will not make it through the whole service.

   b. **Ask someone if they are willing to light the chalice.** Show them the tea light that will be lit, and give them a thin taper to keep with them, 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!"*
If you ask a child to light the chalice, also as an adult to extinguish it later, since the children will have left for their classes.

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, using the end of a candle to draw a pattern in the sand.

d. **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.

e. **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 in the bathroom off the hallway.

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. Remove the box lid before service starts.

7. **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.
8. **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. Put page markers in the book for all hymns and readings you will use. Check the location of offering baskets and chimes. Place your chime of choice where you can reach it without making noise. If there is a speaker, place a carafe of water and a glass near the podium.

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. The speaker will generally sit with the congregation, unless s/he is co-leading the service.

10. **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.

11. **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.

12. **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.
13. **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.

14. **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.

15. **Relax and Smile.** The hard work is done. Enjoy the moment.
The Script

*The words here are meant to be a guide, not something to be read verbatim every Sunday. Read through it ahead of time and make it your own. Customize it for your service by rearranging the pages into the order you want and inserting pages with your own words and readings.*

*Substitute your own words of welcome or Call to Worship. Write transitions that work with your readings, songs and theme. Paraphrase and ad lib.*

*Eye contact and confidence help the congregation relax and trust you. Be casual but sincere, and not joking. People come to service for reflection and sometimes healing. Creating and holding that sacred space is the job of the lay leader. If you make a mistake: Don’t apologize…improvise!*  

**Prelude (by 10:25)**

*If there is a prelude, ask the greeter to invite people into the sanctuary early (~10:20 am). It can be embarrassing if someone has worked to prepare a piece of music and no one is sitting to listen.*
Welcome (10:30)

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

Call to Worship

A call to worship says something about who we are and makes it clear that all are welcome – regardless of belief, race, sexual identity, gender identity or states of grace. There are more options starting on page 35.

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.
My name is ______________, and I am your lay leader this morning. Although our services are often led by a member of our congregation, we do have a minister.

Reverend Tracy Springberry will be here next on ______________ and ______________, though she is available any time for questions or pastoral counseling. Her contact information can be found on cards in the foyer.

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. 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.
Announcements

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

_______________ is going to come up to tell us about some upcoming events.

If no Board member will be doing announcements, just read any late or special written announcements you have been given.
Opening Words

Choose some opening words that sets the tone or theme for the service. A call to worship invites people into a spiritual place and can say something about who we are and that we welcome all comers.

Your opening words can take the form of a call to worship or you can add a call to worship after your opening words. There are four in the back of the binder. You can find more online at the UUA Worship Web or write your own.

Introducing the Theme

Today ….

Introduce the theme of the service by saying something about the program and/or speaker, why it is important or exciting, or how it relates to our principles or mission.

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

_____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…*

Go Now in Peace

*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.

**Otherwise:** As you come forward to light your candle, please remember, brief sharing allows more people to share.
Place mike in the stand. With candle basket in hand, move a couple steps to the side. Hold the basket 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**

**Short intro:** Let us reflect in silence on what we have just heard……*(wait)*…….May we hold these thoughts in our hearts throughout the week ahead.

**Longer intro:** Please join me in the spirit of prayer and reflection…We come here as whole people with lives filled with joys and sorrows,(mention vaguely things that were mentioned by folks sharing like welcoming new life or saying goodbye or facing a challenge). We hold all these joys and sorrows, and each other, in our hearts in the days ahead.

*Have the chime ready so you don’t have to move it or fumble for it. Take a seat and breathe. Count or time 1 to 2 minutes, then gently sound chime.*

*OR prepare a guided mediation…*
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 people are not rising on the first note of the song.*
Reading

*Introduce the reading:*

Following our theme today we have a (responsive) reading from [Author] who introduces/explores/etc. the theme of [theme or idea related to today’s service].

Readings can be read by fellowship in unison, as responsive readings with lay leader, OR the lay leader or another speaker may do the whole reading from the podium.

It is number ___ in the back of your hymn book (OR “printed in your order of service”).

*Optional Instructions:*

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

**If responsive:** 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.
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."
Third 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.
Offering

At this time in the service we collect the offering. Please join me in reading the offering words from your program:

(or whatever was chosen for the day)

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 the fellowship,  
We affirm our lives within it.

AFTER reading the words:

Nod to musician—musician begins musical interlude. Hand baskets to two volunteers who will pass them through the congregation and then wait at the back of the room until the music ends.

Collect baskets from the volunteers and say…

I receive this offering on behalf of this congregation both inside and outside these walls.

Place baskets under the podium.
Introduction of Visitors

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 you can fill out if you would like to 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?
Extinguishing the Chalice

You can use the standard words or choose your own. Either way, 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:

If using the standard words...

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.

— Elizabeth Selle Jones
Fourth Hymn (optional)

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.
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 join us in the foyer for coffee and conversation.

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

Optional
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

More calls to worship can be found in the hymnal or on Worship Web.

Call to Worship by Barbara Hamilton-Holway

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 by Erika Hewitt

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.”
Another Call to Worship

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.
Appendix II: Order of Service Options

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 or a Board member 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.
**Standard OOS**

Welcome  
Call to Worship  
Announcements  
Opening Words  
Introducing the Theme  
Chalice Lighting  
**Hymn 1**  
Children’s Story (not in summer)  
Hymn #413 (not in summer)  
Joys and Concerns  
Silent Reflection or Meditation  
**Hymn 2**  
Reading  
Program  
Recapping the Theme  
**Hymn 3**  
Offering  
Introduction of Guests  
Extinguish the Chalice  
Closing Words  

**Alternate 1**

Opening Words and Welcome  
Chalice Lighting  
**Hymn 1**  
Children’s Reading (not in summer)  
Hymn #413 (not in summer)  
Joys and Concerns  
Silent Reflection or Meditation  
**Hymn 2**  
Responsive Reading  
Program  
**Hymn 3**  
Offering  
Extinguish the Chalice  
Introduction of Guests  
Closing Words  
**Hymn 4**  

**Alternate 2**

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

**Alternate 3**

**Hymn 1**  
Opening Words  
Welcome and Announcements  
Chalice Lighting  
**Hymn 2**  
Children’s Story (not in summer)  
Hymn #413 (not in summer)  
Joys and Concerns  
Silent Reflection or Meditation  
Responsive Reading  
**Hymn 3**  
Program  
**Hymn 4**  
Offering  
Introduction of Guests  
Closing Words  
Extinguish the Chalice
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. Ghandi

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 Schwietzer

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

    —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 our days is, of course, how we spend our lives.
    —Annie Dillard

12. Now is the accepted time, not tomorrow, not some more convenient season.
    —W.E.B. DuBois
Appendix IV: Using the Sound System

Unitarian Universalist Fellowship of Fairbanks
By Pete Bowers
Last 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 Hayden Nevill (888-8268 cell) or Pete Bowers (455-6528 home/388-4960 cell), or Larry Fogleson (479-6828 home). If we have major sound engineering problems or a similar disaster, contact Martin at Pro Music (456-8324).
Dear [Guest speaker name],

Thank you for accepting our invitation to speak on Sunday, [month/date], at the Unitarian Universalist Fellowship of Fairbanks. We hope you’ll enjoy yourself and find your time well spent.

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.

Plan to arrive no later than 10:15 a.m. The lay leader will be looking for you, but go ahead and introduce yourself if s/he hasn’t done so first. Take a seat near the front of the sanctuary by 10:30 a.m. When it is time for your talk (generally about 30 minutes into the service), the lay leader will introduce you. Your presentation should last 20 minutes or a bit less if you want to allow time for questions. (People may also ask questions after service during coffee hour.)

Early in the service we set aside five minutes for a story or short dialogue with our preschool and elementary-age children before they go to their classrooms. 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.

That’s about it. The rest of this letter explains a little about our Fellowship and Unitarian Universalism. If you are unfamiliar with UUism, you can learn more at uuff.org or at the national UU website, www.uua.org. Unitarian Universalism is based on religious freedom. We do not tell people what to believe. Instead, we provide a loving and respectful community in which individuals are encouraged to discover truths that are meaningful in the context of their own lives. We draw on all sources of knowledge—direct experience, religious texts from many faiths, as well as science and reason—in the search for answers to religious questions.

In Fairbanks, we’re an informal group that dresses casually (anything from jeans to office wear) and laughs easily. Although predominantly liberal and middle-class, the 40 to 75 adults you will see on Sunday morning are politically and economically diverse and were brought up in a variety of religious faiths. Theologically, we run the gamut from atheists and agnostics to Christians, Buddhists and Pagans. We are open and affirming to all people, regardless of sexual orientation or gender identity. In this setting, the most well-received talks are those that make us think, inspire us to action, and/or speak to our daily lives.

We look forward to your visit!

[Your Name]
[phone, email]