

5/15/18

Greetings.

Thank you for offering to be a guest musician for our service.



Enclosed is information to help you prepare, including your responsibilities, and annotated copies of the Service Associate's Script & the Order of Service. Please **review the materials carefully BEFORE your Sunday, so you know what to do.**

Summer services at Albany UU are a bit different than the rest of the year, and the congregation is smaller. The service is led by the Service Associate, the guest Presenter or Minister, & the Musician.

Overall coordination is managed by the Summer Services Coordinator, Randy Rosette. She will contact you several weeks prior to your service to let you know who the guest Presenter & Service Associate will be. The guest Presenter also may contact you to coordinate musical themes with the service topic — if that is possible to arrange.

Please be available to participate in a planning session that takes place via phone conference on the Monday evening before the service (or as otherwise arranged). The call time will be arranged by the Summer Services Coordinator and you will be notified. [Call-in number is 605-475-4700; access code is 583-749.] The purpose of the call is to confirm plans and responsibilities for each service component to ensure that the service goes smoothly. If you and the Presenter have made service music decisions and choices, it is helpful to provide that information by email to the Summer Services Coordinator prior to the planning call, so that she has titles and attributions and other details in writing. The information will be confirmed in the planning call.

Following the planning call, the Summer Services Coordinator will submit appropriate service information to the church office for the Order of Service. **Due to summer office hours the deadline for Order of Service information is Wednesday at 9:00 a.m. All service decisions need to be made in time to allow the Coordinator to meet the Wed. morning deadline.**

If there is a need for direct communications, the Incoming Church Administrator, Tammy Hathaway, is responsible for preparing the Order of Service and handling set up needs. Any needed communications with the office after the Wednesday prior to the service should be by phone, at 518-463-7135.

If you have any questions, please email or call:

Randy Rosette, Summer Services Coordinator, 518-783-2637, or rosette_jensen@juno.com
Tammy Hathaway, Incoming Church Administrator, 518-463-7135 or admin@albanyuu.org

Dawn Dana is chair of the Religious Services Committee; you can reach her at 518-446-0382 or ddana1@nycap.rr.com.



Following the service, refreshments are served in the back of Emerson Hall. We hope you will join us and meet the congregation so they can thank you for your contribution to the service.

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Pre-Service — (optional music) While the congregation is gathering you may choose to play music prior to the ringing of the chime. Watch Service Associate for when to stop.

Ringing of the Chime -- (Service Associate rings small chime on stage to begin service)

Welcome and Introduction of Guest – Service Associate

Good morning and welcome to the First Unitarian Universalist Society of Albany. My name is _____ and I will be the Service Associate today. This morning we welcome to our pulpit (*insert name*) _____ who is (*title/role*) _____.

Associate gives a one paragraph introduction of the guest.

Call to Celebration – Service Associate

We begin with these words:

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

Prelude – Musician. (3-4 minutes)

Chalice Lighting -- *Presenter lights chalice while Service Associate leads words – or reverse roles – discuss with Presenter in advance.*

Please join in the Chalice Lighting words in your Order of Service:

Welcoming all free seekers of truth and meaning, we gather to excite the human spirit, to inspire its growth and development, to respond morally and ethically to a troubled world, and to sustain a vital and nurturing religious community.

Hymn No. _____ -- *Service Associate introduces (or Presenter, if he/she has led the Chalice Lighting words) Plan to play the entire hymn as an introduction.*

Welcoming guests and visitors – Service Associate

We enjoy welcoming guests and visitors to our service. If you have brought a guest, or are a visitor and would like to tell us who you are and where you're from, please stand or raise your hand. The usher (*insert name*) _____ will bring you a microphone so that everyone can hear you.

(Pause for newcomer introductions – continue welcoming script on next page.)

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(Read this line only if someone has introduced him/herself:)

Thank you and welcome. If you would like to learn more about us, please stop by the Welcome Table in the lobby for a short conversation about this congregation and Unitarian Universalism.

OR: *(Read THIS line if no one has introduced him/herself:)*

If you would like to learn more about us, please stop by the Welcome Table in the lobby for a short conversation about this congregation and Unitarian Universalism.

Community Greeting – Service Associate

Please take this opportunity to turn and greet the **people seated near you**.

Second Ringing of the Chime – Service Associate or Presenter *rings small chime on stage to close the Community Greeting.*

Announcements – Service Associate

IF any announcements have been submitted, read the following. If there are NO announcements, skip this and move directly to Joys & Sorrows.

Before we continue with today's service, I have these announcements:

Read any written announcements. Reminders: Don't use acronyms - find out what acronym means before service. If referring to sign-ups, ask the contact person to stand up so folks know who to talk to.

Joys and Sorrows – Service Associate and/or Presenter introduces; *Musician plays gentle, contemplative music during a portion of the ritual (see instructions below, after introductory script)*

This is the time set aside in our service for sharing significant personal milestones in our lives. If you have a joy or sorrow that you would like to remember, please come forward, choose a stone and place it in the bowl on the table. At that time you may also place your written remembrance in the tray on the stones table. You will find a yellow card in the rear pocket of the hymnal, or the ushers can provide one.

If you feel moved to tell us the nature of your joy or sorrow, please wait with the usher at this microphone. *Point to the microphone.* **If you have a sorrow and would like to speak first, please stand to the left of the usher on the stones**

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table side. Otherwise, stand to the right of the usher toward the door. Please also consider sharing your sorrow with our Pastoral Care Associate: On duty today is: _____, who will please stand now.

Musician begins playing when the verbal introduction is complete; continues playing while people file up and move stones. When stone-moving is complete, musician brings music to an end.

The usher will manage the microphone for spoken Joys and Sorrows. Wait on the stage until that is finished. Service Associate or Presenter should read any cards placed on the silver tray, if the card is checked indicating that the congregant wishes it to be read aloud in the service.

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

When all this is done, Service Associate reads the following:

As I select one more stone on behalf of those Joys and Sorrows that are left unspoken, let us hold all that we've heard and felt in our hearts.

Move one more stone--then either be seated in the front row, or if you have a further role in the service (per earlier discussion with Presenter), be seated on the stage. The Presenter may wish to have you extinguish the Chalice, but that can be carried out either from the stage or from the front row.

Spoken Meditation Guest Presenter

Silent Meditation Guest Presenter

Musical Selection OR Hymn No. _____ *Guest Presenter introduces if hymn*

Reading Guest Presenter

Offertory: Musician plays 2-4 min. after the Service Associate or Guest Presenter says the following:

An important way we celebrate life each Sunday is by offering an opportunity to practice generosity. Members and friends support our congregation with an annual pledge paid throughout the year. Another way to support the good work of this congregation is by making a generous donation as we pass the plates and enjoy this next selection of music.

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Hymn No. _____ *Guest Presenter introduces*

Unison Extinguishing of the Chalice -- Service Associate and/or Guest Presenter *(One can extinguish the chalice while the other leads the words.)*

As we extinguish the Chalice, please join in the words in your Order of Service:

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 Guest Presenter

Postlude *(Musician should discuss in advance with Service Associate whether congregation should be invited to sit for the Postlude. If Musician opts for an informal approach, Guest Presenter and Service Associate will leave the stage at the beginning of the Postlude and process to the rear of Emerson to greet congregants. Congregants will then typically depart as well.)*