

In this version there may or may not be an Announcer: if there is no Announcer, the Service Associate does the Announcer's lines. (These are found in the Announcer script, on the Albany UU Members web site and in the script binder in the pulpit.)

NOTE: When the children are in Family Chapel, usually the first Sunday of the month, there will not be a child Chalice Lighter. There also will not be a children's story. On these days, the pulpit guest could light the chalice while you lead the chalice lighting words --- OR ask an adult congregant to light the chalice.

Ringing of the Chime -- **Service Associate** *rings small chime on stage. Chime may need to be rung twice - once to get people to stop chatting, once to signal start.*

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*) _____.

Give 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 – *Music Director*

Chalice Lighting **Service Associate** *Read child's bio; Leah will assist the child in lighting the chalice (or the pulpit guest can light if no child has signed up).*

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*

Welcome and Committee Focus **Announcer** *OR* **Service Associate**

Welcoming Guests and Visitors **Announcer** *OR* **Service Associate**

Community Greeting **Announcer** *OR* **Service Associate**

Pause after Community Greeting.

Wisdom Story *Leah Purcell will do this, unless otherwise agreed upon. (Hymn 414 to sing out the children - in Order of Service)*

Announcements *Announcer OR Service Associate*

Joys and Sorrows *Service Associate* (Discuss with guest how to share this)

(Note that on those occasions when the service is in the old Sanctuary, the following Community Hall script is replaced by a special script excerpt – see “Service Associate Script excerpt for J&S-Sanctuary.docx”.

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 silver tray on the stones table. You will find a yellow card in the back 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. **If you have a sorrow and would like to speak first, please stand to the left of the usher on the stones table side. Otherwise, stand to the right of the usher toward the door.** Please also consider sharing your sorrow with one of the Pastoral Care Associates: On duty today are _____ and _____ who will stand now so you may recognize them.

The usher will manage the microphone for spoken Joys and Sorrows. Wait on the stage until that is finished. Service Associate or Guest will 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.

After Joys and Sorrow readings, read the following and move one more stone. Service Associate may remain on the stage or take a seat in the front pew at this point; discuss this in advance with the pulpit guest.

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.

Hymn No. ____ *Service Associate* introduces

Spoken Meditation *Guest Presenter*

Silent Meditation *Guest Presenter*

Reading *Guest Presenter*

Musical Interlude (optional)

Sermon/Presentation *Guest Presenter*

Offertory *Service Associate* or *Guest Presenter* *(Discuss with guest how to share this. Either read these words or write your own.)*

Introductory words: 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.

Unison Extinguishing of the Chalice *Guest Presenter* or *Service Associate* *(Discuss with guest how to share this)*

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/Benediction *Guest Presenter*

Closing Hymn No. ____ *Guest Presenter* or *Service Associate* *introduces*

Postlude (optional) *(Discuss with Music Director whether congregation should be invited to sit for the Postlude, if choir or musical guests are presenting a selection. Otherwise, Guest Presenter and Service Associate usually leave the stage at the beginning of the Postlude.)*