

8/2/2020



Greetings.

Thank you for offering to be a Service Associate in this, the Summer of Covid-19. The role is especially important this year, in helping to ensure that our virtual summer services flow smoothly.

Please note that the Service Associate will not be responsible for the digital assembly of service materials, nor the technology management on Sunday mornings. These tasks will be handled by staff and a specially trained tech team. Your job as Service Associate will be to coordinate with the Guest Presenter, as always, and to be prepared to offer the components for which you're responsible when the time comes in the service, at which point the Multimedia Technician (MmT) will unmute your microphone.

Rather than the usual service template as a planning tool, what we're working with this year for our virtual services is called a "shot sheet." This is a matrix which for each element of the service specifies the video source, the audio source, and the content. The shot sheet has also been formatted so that you and the Presenter can fill in details of selected elements like the Call to Celebration, Reading, and other service information.

Elements to be presented by the Service Associate are indicated as follows:

- The Video Source column says "Service Associate" or "SA."
- The Audio Source is shown as "SA-Live" or, in some cases, "multiple."
- You will also, where indicated in the Content column, introduce certain components by reading what is on the slide, for those without video access. These spots are noted in your script.
- You will present those service components, live, when you are prompted by the MmT and your microphone is unmuted.

Some things about being the Service Associate haven't changed:

- Review the shot sheet and read the script carefully BEFORE Sunday, so you know what to do.
- The Summer Services Coordinator will let you know which Presenter and Musician you will be working with and provide contact information. Please contact the Presenter at least two weeks in advance of the Service to begin to plan / assist in preparing for the service. If you would like to participate in framing the message, you are encouraged to come up with the Call to Celebration: you can either write a couple of paragraphs tying your own experience to the sermon topic, find a poem/paragraph from a source of your choice, or select from among the readings at the back of the hymnal. Note: This must be limited to 2 minutes -- time it beforehand.
- Obtain a brief introductory paragraph about the Presenter to use in your introduction.
- Please be available to participate in a planning session that takes place via phone conference or Zoom on the Monday evening before the service. The call time and format will be arranged by the Summer Services Coordinator and you will be notified. Phone conference call-in number is 605-475-4700; access code is 583749. Zoom link is:
<https://zoom.us/j/2990187785?pwd=cmZ5Sm9BdXdWcRcRFBWN0pRRIZjUT09>

- The purpose of the planning session is to confirm plans and responsibilities for each service component to ensure the smooth flow of the service. If you and the Presenter have made service decisions and choices, it is helpful to provide that information by email to the Summer Services Coordinator prior to the planning session, so that she has titles and attributions and other details in writing. The information will be confirmed during the planning session. **If you are not available for a planning session on the Monday prior, please contact the Summer Services Coordinator at least two weeks ahead, and a mutually workable date for the session will be arranged.**
- Due to summer staff hours the deadline for Order of Service information is Wednesday at 9:00 AM. To avoid confusion, the Summer Services Coordinator (SSC) will submit all service details to the office following communications among the Coordinator, Service Associate, Presenter, and Musician. All service decisions need to be made in time to allow the Coordinator to meet the Wed. morning deadline.
- If you find that you are unable to be the Service Associate for the day assigned, contact the Summer Services Coordinator immediately.

If you have any questions, please email or call:

Randy Rosette, Summer Services Coordinator: 518-630-6930 or rosette_jensen@juno.com

Tammy Hathaway, Church Administrator: admin@albanyuu.org

Sapphire Correa, Administrative Assistant: office@albanyuu.org

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



Zoom Orientation --- *This orientation will be presented by Sam via a pre-recorded video. The script text for the orientation is provided here ONLY as a fallback if the video does not play. You will generally be able to skip to **Welcome and Introduction of Guest**, on Script page 2, below, as your first duty in the service. Read this orientation text ONLY if the Zoom Orientation video does not play.*

Zoom has features that we will be using in our service. We'd like to orient you to them before we begin.

The first feature is the ability to revise your name as it's displayed on your Zoom picture box. That text can be changed by selecting with your cursor the three-dot icon in the upper right-hand corner of your picture box.

The second feature is raising your hand. The Participant Window that can be opened from your Zoom toolbar has an icon of a blue hand. Clicking once on that hand raises it and signals the hosts of your desire to speak at the appropriate time. Those on a telephone can also raise their hand by pressing star-nine. Participants are kept muted during the service and can only speak when unmuted by a host.

The third feature is the Chat Window. Participants are kept muted but may send text messages in the Chat Window to everyone, or private messages to one other individual. We use this feature during the Joys and Sorrows portion of the service to offer a joy or sorrow or respond to one. Chat is also kept open during other parts of the service for member responses and communication.

Problems or concerns of a technical nature can be directed to the person shown in the Participant Window with Tech in front of their name.

If you are new to our congregation and would like to get on our email list to keep you informed about upcoming events, please click on the link in the Chat Window you'll see there now. You can also do that at a later time through our website albanyuu.org.

That concludes our Zoom orientation.

Welcome and Introduction of Guest -- Service Associate

Good morning. My name is _____ and I am 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.

We begin our service by ringing a bell to bring us together.

Ring of the Chime -- *(Service Associate rings small chime or bell to begin service)*
Note that if you do not have a chime or bell at home to ring, a short video can be used for this component. Please discuss during the pre-service planning session which option is selected.

Call to Celebration -- Service Associate

We begin with these words:

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

Prelude – Musician – Solo Music 1

Service Associate introduces Prelude by reading the information on the introductory slide. Example:

Our Prelude is _____ (name of piece), by _____ (composer). It will be presented by _____ (name of Musician).

Chalice Lighting -- Service Associate

Service Associate leads the Chalice Lighting words while a video shows the chalice being lit. Words will appear on screen for congregants to recite with you. (Hint: recite the words at the same pace that you would say them if leading in person – i.e. somewhat slower than a normal reading pace.)

Please join in the Chalice Lighting words shown on the screen:

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

Next, we'll sing a unison song. The words will appear on the screen. Please join in singing _____ (name of piece). *Read all information about the piece that appears on the introductory slide (title, composer, etc.).*

Welcoming guests and visitors – Service Associate

We enjoy welcoming guests and visitors to our service. If you are a guest or visitor and would like to tell us who you are and where you're from, you can click on the blue "raise hand" symbol in the Participant Window. Our Technician will unmute you and invite you to speak. You may also, or instead, click on the Visitor Link you'll find now in the Chat Window.

MmT will unmute any who have raised their hands to introduce themselves, and invite each to do so. Wait until this is finished, then say the following:

Thank you, and welcome. If you'd like to learn more about our congregation, or Unitarian Universalism, you can find in the Participant Window someone with "Welcome" before their name. You can reach out to that person in the Chat Window now, or after the service. You can also at any time connect to the Visitor Link or get more information about our congregation from our website -- albanyuu.org.

Community Greeting – Service Associate

We welcome the chance to greet each other. In our Zoom format, this is done through virtual breakout rooms. You can say hello and share your name. This will last about 90 seconds, and then we'll all come back together.

Joys and Sorrows – Service Associate

Read ENTIRE Joys & Sorrows (J&S) introductory script passage (continues on next page) before the MmT starts reading the submitted Joys & Sorrows.

This is the time set aside in our service for sharing significant personal milestones in our lives. If we were in Community Hall, you would be invited to come forward to move a stone. If you would like to share your joy or sorrow with us, there are still several ways you can do that.

These can be shared at any time on our website. We'll read first those that have been submitted over the past week.

You can at this time type your joy or sorrow in the Chat Window. Please put the words "Read Aloud" at the beginning of your message if you would like us to do that. The Pastoral Care Associate on duty today, _____, will in a few minutes read the items submitted in the Chat. You can instead connect privately in the Chat with the Pastoral Care Associate. Look for them in the Participant Window with "PCA" before their name.

Or, another option is to click the blue "raise hand" symbol in the Participant Window. Our Technician will unmute you and invite you to share your joy or sorrow.

The MmT will read aloud any J&S that has been submitted in advance. Next, the MmT will unmute those who wish to state their joy or sorrow. Lastly, the Pastoral Care Associate on duty will then come on to share any Chat entries that are to be read aloud.

When all this is done, say the following, while the screen shows a stone being moved:

For the joys and sorrows that remain unspoken, let us hold all that we've heard and felt in our hearts.

Spoken Meditation **Guest Presenter**

Introduce by reading the slide information ONLY if agreed in advance with the Presenter. Otherwise, the Presenter will introduce.

Silent Meditation **Guest Presenter**

Wisdom Story (optional) **Guest Presenter**

Introduce by reading the slide information ONLY if agreed in advance with the Presenter. Otherwise, the Presenter will introduce.

Reading/video (optional) **Guest Presenter**

Introduce by reading the slide information ONLY if agreed in advance with the Presenter. Otherwise, the Presenter will introduce.

Offering **Service Associate** introduces

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 via one of the options shown on this slide.

You can click on the “tiny u-r-l” link in the Chat Window to donate. Or, you can send a text to the number shown on the screen. The examples on the slide show how to label your text to indicate the amount and the purpose or intent of your gift.

Offertory Music – Musician – Solo music 2

Service Associate introduces Offertory Music by reading the information on the introductory slide. Example:

Our Offertory Music is _____ (name of piece), by _____ (composer). It will be presented by _____ (name of Musician).

Sermon/Presentation **Guest Presenter**

Hymn No. _____ **Service Associate** introduces

Next, we’ll sing a unison song. The words will appear on the screen. Please join in singing _____ (name of piece). *Read all information about the piece that appears on the introductory slide (title, composer, etc.).*

Unison Extinguishing of the Chalice **Service Associate**

Service Associate leads the words while chalice extinguishing and words are shown on the screen.

As we extinguish the Chalice, please join in the words shown on the screen:

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.

Benediction **Guest Presenter**

SA script continued on next page.

Thank You to Volunteers - *Service Associate*

Read the information on the slide, thanking by name the Musicians, Ushers, PCA, and Membership rep

Announcements - *Service Associate*

Read any announcements that have been submitted.