January 2023

Dear Facilitator,

Thank you for volunteering to help lead worship services at HUU. As a facilitator your overall responsibility is to ensure the service runs smoothly, flowing from one part of the service to the next. You are creating and holding a sacred space for the presenter. Specifics related to your responsibilities are outlined on the following pages.

This document contains four parts:

1. Contacting the speaker
2. Preparing the Order of Service
3. Facilitating the service
4. Resources for preparing your facilitator script

If you need more detailed information with suggestions for what to say and when, you will find a link titled Script on the following web page: <https://huuweb.org/worship_service_materials.htm>

If you have any questions, please feel free to reach out to one of the members of the Worship Committee listed below.

Thank you for your service to HUU!

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| --- | --- | --- |
| Merle Wenger | 540-746-0445 (mobile) | [mrfurn@msn.com](mailto:mrfurn@msn.com) |
| Lee Anna Farrall | 540-383-0550 (mobile) | [lfarrall@gmail.com](mailto:lfarrall@gmail.com) |

**Contacting the Speaker**

* Contact the speaker at least 2 weeks prior to the date they are scheduled to speak.
* Phone numbers and emails for many of the speakers are listed on the Contact Info tab of the Worship Spreadsheet, located on Google Drive: <https://docs.google.com/spreadsheets/d/1nIaCIinNOShc8MWN4G6mueDmu33iSvmerSLjsiwoNHg/edit?usp=sharing>
* Information needed from the speaker includes:
  + Title of their message – send this to Tom Hook ([office@huuweb.org](mailto:office@huuweb.org)), our pianist Dee Black ([dlb@hargray.com](mailto:dlb@hargray.com)) and our CRE Director Paula Bennet ([dcre@huuweb.org](mailto:dcre@huuweb.org)) as soon as you have it.
  + Any specific requests for readings or music – ask for these to be submitted 10 days before the service. If they don’t have any preference, choose selections that seem compatible with the theme of their message. Submit your suggestions to the speaker for their review.
  + Mailing address for their honorarium check (if they are not an HUU member, speakers receive an honorarium the week after they speak)
* Let the speaker know they need to limit their message time to no more than 20 minutes.

**Preparing for the Service**

* If the speaker asks that you select the hymns and chalice readings, feel free to use any of the resources listed under the Readings, Meditations, Children’s Stories, Opening and Closings on this site: <https://huuweb.org/worship_service_materials.htm>
* Contact someone from the HUU congregation to perform the chalice lighting, extinguishing and/or readings as part of the service. They can participate in person or via Zoom.
* Once the hymns have been selected, email the information to Dee Black ([dlb@hargray.com](mailto:dlb@hargray.com)).
* Email the hymn selections and names of the chalice readers to Tom Hook ([office@huuweb.org](mailto:office@huuweb.org)) no later than 3 PM on Tuesday, the week before the service. Tom will prepare a draft of the Order of Service (OOS) and send it to you for review. Share the draft document with the speaker for review.
* Notify Tom Hook of any revisions to the OOS by no later than Friday morning before the service.

**Facilitating the Service**

* Someone from the Worship Committee will arrive by 10:15 to fill the water bowl and light the helper candle on the altar.
* Plan to arrive no later than 10:15 and ask the speaker to arrive by then.
* Check the printed OOS (copies found by the HUU main entry door) and make sure it agrees with your planned script.
* Check in with the pianist/musician to see if they have any questions.
* Put a hymnal on the podium for your use during the service.
* It is your responsibility to keep the service flowing smoothly and end by 11:30. Make adjustments as needed during the service.

**Preparing your script**

Refer to the HUU Sunday Service Script Template document.