

**Facilitating the Sunday Service
at Harrisonburg Unitarian Universalists**

Instructions for Worship Services Preparation

Revised February, 2017

Preparing Order of Service

Use the OOS (Order of Service) or bulletin template on the HUU website. Please download the most recent version of the OOS from the web because it is periodically updated. After you have prepared the order of service, email it to office@HUUweb.org. Also send it to Dee Black (dlb@hargray.com) to insure that you as facilitator and Dee as pianist are in sync regarding music needs. The OOS is due in the church office by 4pm on Wednesday prior to the Sunday service.

At least 2 weeks before the Service you are facilitating

Be sure to contact the speaker for whom you will be facilitating at least 2 weeks prior to the service. If the speaker is new to HUU, send him/her our UU principles and a sample order of service. You can find these on the HUU website.

Ask the speaker to submit preferred readings, music, and other special requests for the order of service to you by Wednesday, one week prior to your deadline for submitting it to the office. If you have not received this by Friday, 9 days before the service, go ahead and select music and readings that you think are appropriate. Share these with the speaker for his/her approval. Then incorporate them into the order of service. Share the order of service with the speaker so that you receive his/her feedback in time to submit the final order of service to HUU office by Wednesday 4pm before the service you are facilitating.

Facilitating the Service

The template for the worship service [script] is your guide to the morning. Facilitators are encouraged to use their own words.

Download a fresh copy each time you facilitate. The script changes. Many facilitators edit their copy so that it only contains what they plan to do.

Bring your own copy of the script to HUU.

There is no guarantee you will find an up-to-date copy at the podium.

It is best to use either numbered loose sheets or pages in a binder for ease of keeping track of yourself in front of the congregation.

The template shows you where readings and hymns are typically placed. If you have planned the service yourself, the number and placement of readings and hymns is up to you. Sometimes the speaker will have their own preferred order of service.

Please speak or read slowly. Talk to the microphone, but not into it. If you hear explosive sounds, step back: You are too close to it.

Timing is an art, not a science.

Plan your service for an hour, but it is not necessary to struggle to end as close to 11:30 as possible. Do bring things to an end by 11:45.

Ending early is not a problem; people will enjoy the extra time for social interaction. If you choose to comment on the early ending/short service, describe it as an opportunity or a gift of time, not as a shortcoming or a problem.

Being Organized on Sunday Morning

Arrive by 10 AM. If a guest speaker is coming from out of town, arrive even earlier, as your guest often will arrive early.

If you do not know how to open the building, ask someone on the Worship Committee or Buildings & Grounds Committee.

Make sure that the printed Order of Service and your script match. Plan how you will handle differences.

A representative from the Worship Committee will prepare the gathering space for the service. She will take care of the following details:

- The sound system will be turned on and ready to go. In case you arrive and find it hasn't been prepped for you:
 - Under the podium, flip the switch to "on" on the silver cylinder along the right side of the structure.
 - Further inside the podium beside the cylinder is another switch that needs to be turned on.

- Turn on P.A. in kitchen. (1 position) The control box is just inside the kitchen on your upper right. There is a switch toward the bottom of the box.
 - Make sure P.A. levels are set correctly. Master volume at 2, Level 3 (red knob) set to 3. Adjust Level 3 knob slightly if necessary. (2 is not enough, 4 is too much)
- Lights and fans will also be ready for the service. If you think changes are needed, the switches are by the front door.
 - Water will have been placed in the Joys & Concerns bowl. There is one bowl for pebbles (dry) and one bowl of water.
 - The helper candle beside the chalice will be lit. Also, the chalice will have been pre-lit and extinguished to insure that it lights easily.
 - Candles will be extinguished and sound system turned off at the end of the service.

When it's time to light the chalice, light the taper from the helper candle, and use the taper to light the chalice.

Fabric baskets for taking the collection are under the podium so that you can hand them forward for the offering. Usually, children will be given the baskets to distribute to the congregation

Put a hymnal on the podium for yourself. Mark the places for the hymns.

Checking in with the pianist is a valued courtesy and can prevent miscues. Know who other musicians are who will play during the service.

Be sure you know plans for the children.