

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

A Script for the Order of Service

Revised October 2011

Setting Up

1. Arrive by 10 AM so that no one is worried whether you are coming.
2. Make sure that your printed Order of Service and your script match.

Plan how you will explain any discrepancies.

3. Turn on the sound system.
 - The control box is just inside the kitchen door on your upper right. There is a switch toward the bottom of the box.
 - 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, turn on one more switch.
4. Turn on the spotlight over the podium, using the slider beneath the control box for the sound system.
5. Put water in the one of the Joys & Concerns bowls. If the bowls are not at the podium, check the bottom of the cabinet next to the front door.
6. Find the fabric baskets for taking the collection. They should be under the podium so that you can hand them forward for the offering.
7. Put a hymnal on the podium for yourself. Mark the places for the hymns.
8. Know who the musicians are who will play during the service. It is nice to refer to them by name, though it is not required.
9. Be sure you know if there are any special plans for the children this morning.
10. Light the helper candle beside the chalice. When it's time to light the chalice, light the taper from the helper candle, and use the taper to light the chalice.

Matches are on the top shelf of the bookcase in the office. Don't leave them in the podium – children may find them there.
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A Script for the WORSHIP SERVICE

RINGING THE BELL

Prior to the service, ask a child and adult helper to ring the bell. Ask someone to hold the door slightly ajar so that the bell can be heard inside the building.

GOOD MORNING! Are there any short church related announcements to be made?

Announcements from the floor

Join with me now to sing together our call to worship. The words are printed in your order of service.

CALL To WORSHIP by Betty Wylder

May we have eyes that delight in beauty,
The majesty of Nature, the wonder of a smile.
Let us glory in being together.

LIGHTING THE CHALICE & CHALICE READING

WORDS OF WELCOME

Welcome to the Harrisonburg Unitarian Universalist Fellowship. My name is _____ and*introduce yourself, the speaker and special events of the morning if you wish.*

HUU is a lay-led congregation engaged in shared ministry. In ministering to each other, we each aspire to better answer our own true calling. All who join us with open hearts and minds are welcome. Our welcome extends to all without regard to religious origin, race, ability, sexual orientation, or other categories that blind people to their common humanity.

We meet each Sunday in the historic Dale Enterprise School house to remind ourselves that the three key tasks of this religious community are:

- sense-making, helping each other to find the truths in our lives and in the world;
- care-giving, helping each other through the hard times and celebrating the good times
- justice-seeking, trying to leave this community and the world a better place for us having been here.

Because we are lay-led, our services reflect the diverse gifts of the congregation, our guest ministers and our friends. If you are visiting today for the first time, we hope you will return more than once so that you can experience the variety of Sunday morning experiences that take place here.

OPENING HYMN: And now please stand as you are able and join in singing our opening Hymn # _____.

*Place a **Responsive Reading or other reading** here if you wish.*

SHARING OF JOYS & CONCERNS

You are welcome to introduce Joys and Concerns in your own way. A suggestion:
At this point each week, we invite each other to speak of the joys and concerns of the week past. Please come forward, if you are able, to share your celebration, concern, or sorrow with us.

So that this time strengthens our community, we ask you to observe a few conventions: please introduce yourself and speak clearly – please be mindful that there are children among us - please be brief.

[Community sharing of joys & concerns]

May we take a moment to silently contemplate, meditate, or give a prayer for the joys and concerns among all gathered, both spoken and unspoken. *[Pause for contemplation.]* May we find peace, wisdom, joy, and compassion along the way in our journeys. So may it be.

It's time for the children to leave us for their program of religious education and nursery care.

Revise this in the summer when routines are different. Infants and Toddlers are invited to the nursery, which is through the door on your right and down the hall. Preschoolers and up will follow their teachers to the classrooms behind the church for Religious Education. If you are visiting with children, you are welcome to go with them to make them and yourself more comfortable.

Let's stand and sing them on their way.

Sing Out the Children Hymn #301 Verse 2 sung twice

Touch the earth, reach the sky!
Children ask the reasons why.
In our lives the answers show,

and by our love they learn and grow.

(optional) : **READING BY FACILITATOR or RESPONSIVE READING**

OFFERING & OFFERTORY RESPONSE

As a religious community we encourage each other to grow more generous in spirit and in action. Our Sunday offering supports this self-supporting church and its many ministries. *NOTE: on the 3rd Sunday of each month our offering is designated for a local social agency. Look in the bulletin to see who you should mention.* The gifts of the congregation will be gratefully received.

If we have special offertory music, announce or at least acknowledge it.

[Collection and response]

From you I receive,
To you I give.
Together we share.
And from this we live.

(optional): **READING BY FACILITATOR or RESPONSIVE READING**

(optional): **HYMN**: Please stand as you are able and join in singing Hymn #
number, title.

(optional): **READING BY FACILITATOR or RESPONSIVE READING**

SERMON/TALK

Introduce the speaker (if it is not you) in any way that is comfortable.

COMMUNITY DIALOG *Invite community dialogue in your own words. Bring it to a close so that we can greet visitors and sing the Sending Forth.*

Greeting of Visitors

Before we break away for coffee and refreshments *or set up for the potluck lunch*, I'd like to ask whether there are any visitors with us for the first or second time today. Would you be willing to stand and introduce yourselves? It will help us get to know each other.

Don't rush this – sometimes people are shy but will speak if you wait.

COMMUNITY SENDING FORTH

Now is the time for our community sending forth. We do not just leave this place. We are sent forth with the spirit of community within us to share with the world. Please stand and join in singing our Community Sending Forth. The words are posted over the doorways in front of you. (*Hymn #414*)

As we leave this friendly place,
Love gives light to every face;
May the kindness which we learn.
Light our hearts till we return.

(optional) **BENEDICTION**

What are our three key tasks as a religious community?

Choose the language you like best or write your own.

- sense-making, helping each other to find the truths in our lives and in the world;
- care-giving, helping each other through the hard times and celebrating the good times
- justice-seeking, trying to leave this community and the world a better place for us having been here.

Another version

- sense-making, searching for meanings that help us lead lives of integrity and purpose in a challenging world;
- care-giving, helping each other in difficulty and celebrating the joys of life together;
- justice-seeking, each acting to leave the world a better place for our presence.

Another version

- sense-making, the effort to find and name the truths that we discover;
- care-giving, helping each other at difficult times in life's journey and celebrating together as well;
- and justice-seeking, trying to make our world a better place for us having been here.