

UUCO Service Leader Responsibilities

One week (or more) before the service:

1. Contact the speaker to determine his/her wishes/needs for the service and get a brief bio.
 - a. Does the speaker have technology requirements? (e.g. PowerPoint presentation, audio, video). If you know how to accommodate these, great...if not, contact Sandra Moss at uucostaffer@gmail.com or (662) 281-1215. (UUCO owns a projector, laptop, VGA (video) cable, and a set of computer speakers.
 - b. Ask if the speaker has particular hymns she/he would like for the service. If the answer is no, you get to choose. If you have no clue what to choose, e-mail your favorite UUCO member. If the hymn you choose is unfamiliar to you check in with a choir member to make sure it won't be too difficult for the congregation to sing.
 - c. If the speaker is a guest or visiting minister, direct him/her to our website for driving directions: www.uuoxford.com.
2. Check with Elaine Gelbard [egelbard@bellsouth.net or (662) 801-0434] to see if the choir wants to perform anything for this service.
3. Check with Mari Kuhnle (marikuhnle@gmail.com) to see if a story for all ages has been planned. If so, get the name for the story and teller. If not, you still have the option to include a short story or activity for all ages that would appeal to both children and adults (e.g. a story, a song, a riddle, a play...)
4. Determine words you will use for the chalice lighting, welcome, offertory, etc. You can find sample readings in the back of the main hymnal or at www.uua.org/worship/words/readings/index.html.
5. If you do not wish to lead all sections of the service, you can find someone willing to carry these out. For instance, you may find someone to do the chalice lighting, someone else to say offertory words, etc.

By Wednesday evening:

6. If you or the speaker a description of the service that is different from what was printed in the monthly newsletter send your preferred description to Sandra Moss (uucostaffer@gmail.com).

By Thursday evening:

7. Send the list of hymns to Sandra Moss at uucostaffer@gmail.com.
8. Let Sandra Moss (uucostaffer@gmail.com) know what you want for the order of service. Sample orders of service are here: www.oxford.com/documents.html. You don't have to fill these out. Just let Sandra know where you want each hymn, the name of the story/teller (if applicable), and if you have any other changes outside of the normal flow for the service.

Just before the service:

- Make sure the chairs are arranged how you and/or the speaker would like them.
- Make sure there is a candle with sufficient burn time in the chalice (replacements are located in the coffee room near the front door).
- About 20 minutes before the service light the pre-chalice candle.
- If the speaker would like it, place a glass of water near the lectern.
- If a film or slideshow will be shown, cover the two windows nearest the piano with shades (in office). Sandra Moss or any of the board members have keys to the office.

Beginning the service:

- At about one minute before the start of the service, visually check the foyer. If it looks like a lot of people are still entering the building, inform the greeter that the service is about to begin (this helps wrangle everyone to the front).
- If it looks like most people have taken their seats, make eye contact with Andrew to let him know the service will begin shortly.

During the service:

- As soon as the prelude music ends, intone the chime.
- Say a few welcoming words (e.g. –Welcome to the UUCO. My name is _____ and I am the service leader this morning, etc.) Ask the greeter if we have any guests this morning.

The rest of your responsibilities during the service may come in differing orders, depending on how you have arranged the order of service. Your words can completely vary from these suggestions

- For songs/hymns ask the congregation to stand if able and willing or to stand in body or spirit and turn to hymn number _____.
- For the chalice lighting, use the loose candle to transfer the flame from the pre-chalice candle to the chalice. Once the chalice is lit, you can extinguish the pre-chalice candle. You can say a few words before during, or after the chalice lighting.
- If a story for all ages is being told/read, ask the children and story teller to come forward.
- After the story for all ages, say something to the effect of “It is our tradition to sing our children to religious education/spirit play. The music is printed in your bulletin.”
- If there is a section for joys & concerns open the room for sharing. Be prepared to throw out a joy/concern in the rare even that you are met with silence.
- Say a few words for the offertory and hand the offering baskets to the two front rows (assuming you set the chairs up in the normal fashion). Walk to the back of the room and bring the offering baskets to the front and place them on the table. Wait for the offertory music to finish before continuing with the service.
- If time allows you may consider having a short Q/A with the speaker. Be prepared to moderate this.

- Monitor the time and if the speaker is going on too long, give her/him some indication to wrap it up.

In the Closing Circle:

- Say some words to the effect of "It is now our tradition to gather into a closing circle."
- Ask Mari, Deborah, or other RE leader what the children learned in RE today.
- Ask for any announcements for the coming week.
- Turn to Mari, Deborah, or other RE leader and ask, "Who will be extinguishing the chalice today?"
- Say "We close with the words, 'Go in peace, believe in peace, create peace.'" The congregation will repeat this.
- Invite people to stay for coffee and conversation.

After the service:

- Gather the offering, count the cash, but not the checks (checks are counted by Sandra to maintain confidentiality of pledges) with Sandra Moss or a board member if Sandra is not present. If Sandra is not present, count the money and put in an envelope and seal it and give it to a board member.
- Go home, kick your shoes off and relax.