

**Unitarian Universalist Church of the Palouse
Sunday Service Celebrant's Guide
Revised August 4, 2009**

Posting Sermons to UUCP Website:

Celebrants – please include the following procedure as you work with the speaker preparing the service: Please ask the speaker a week or so before the service if she/he would be willing to have the sermon published on the UUCP website. If she/he is willing, please ask her/him to email you a copy of the sermon (as an Attachment) after the service, as she/he would like it to appear. This procedure will enable the speaker to make any revisions she/he wishes. You may wish to remind the speaker after the service to email you the copy as an attachment. You can then forward that email and attachment to Judy LaLonde [see UUCP Directory], the Sunday Services Committee liaison to the church's website, so that Judy can post it on the UUCP Sermons Blog.

General Instructions for preparing a Sunday Service:

The Celebrant's Script, on the pages that follow, include the elements and in the order that is traditional in our church, but can be adjusted to fit special needs. You may take responsibility for doing all the various elements of the service yourself, or you may ask others to do specific parts, such as telling the children's story or conducting the meditation. We have suggested words for each of the service elements. Feel free to use the words given or choose your own.

Often, the Celebrant and/or the speaker choose the hymns to fit the subject of the service. Sometimes, the Celebrant and/or speaker also choose the Prelude, the Call to Worship, and other musical elements of the service. However, it is always a good idea for the Celebrant to discuss the music selections with the Music Director, who frequently suggests the Prelude and the Call to Worship in particular. Whoever chooses the story to be read during each service, please note that we ask the story to be five minutes or less; longer than that tends to reduce the amount of time for the sermon/presentation, for responses, and for other parts of the service to be included. If the story you wish to read or tell is longer than five minutes, please try to abridge it so that other parts of the service are not eliminated.

Please remember to contact the Music Director, especially if you have made your own arrangements for special music! Contact information is in the newsletter or via the church office.

Music Director: Jon Anderson

Celebrant's Script:

Prelude: (The service begins at 10:00. Cue the musician when you are ready to start, so the prelude can be ended at a natural place. Strike the bowl with the gong to begin the service: strike the side of the bowl, in order to make a clear and loud sound.)

Welcome and Opening Hymn:

Whatever the faiths you have known or the flags of your heritage, you are welcome here. Whoever you are or whomever you love, you are welcome here. Whether you ran in here today on little feet, walked in briskly, ambled in or rolled in, you are welcome here. Good morning! Welcome to the Unitarian Universalist Church of the Palouse. I am _____, and I will serve as celebrant this morning. Please rise in body or spirit and join in singing our opening hymn, number _____, (title), in your hymnals.

Announcements:

I direct your attention to the announcements in the Order of Service. I have the following additional announcements...

(read whatever announcements have been sent to you, handed to you, or put in the Announcements basket in the foyer prior to the service. Except in unusual circumstances, do not read announcements that are already printed in the Order of Service. And, in the interest of saving time, please do not ask if there are any other announcements, since people may then meander up to the microphone; to avoid that practice, we have an Announcements basket, paper, and pencils in the foyer. Exceptions can be made for the RE Director, Pledge Drive, and Service Auction skit/announcements).

After our story this morning, very young children are welcome in the nursery downstairs. They are also welcome to stay in the sanctuary during the remainder of the service. Or, if you prefer, and your child needs a place to talk and move about, there is a speaker in the foyer outside the sanctuary so you can hear the service. Headphones are available at the sound booth for people remaining in the sanctuary who need sound amplification to better hear the service.

Introduction of Visitors: (Even if there are no introductions, please do not say, “I guess we all know each other” or any other similar comment. There may well be newcomers who choose to not introduce themselves.)

If you are a newcomer or visitor this morning, or if you have brought a guest, we invite you, if you would like, to stand in body or spirit and introduce yourself or your guest so we can get to know you. Anyone to my left? To my right? We invite all newcomers to sign our guest book in the foyer. Also, please join us for coffee and fellowship downstairs after the service. If you are interested in learning more about the UUCP, please speak with our minister, Reverend Kayle Rice.

Call to Worship:

We will now begin our service with the Call to Worship. (this is often a piece of music sung by a small group or performed by a musician.)

Opening Words:

(These provide a brief, inspirational invitation to the service. They may be given by the speaker, the celebrant, or another person, and can be a responsive reading, poem, or short reading, no more than about 100 words.)

Chalice Lighting and Affirmation:

Our chalice lighter this morning is _____.

(The DRE will have given you a few words about the child: age, favorite things to do, favorite color, any special things the child would like you to say. WHILE THE CHILD IS LIGHTING THE CHALICE, SAY THE FOLLOWING:)

Please join me in repeating the Chalice Affirmation. The words are printed in the Order of Service. “In the light of truth and the warmth of love, we gather to seek and seek to share.”

Song of Aspiration: (This song needs no introduction. People know what to do.)

“From all that dwell below the skies,/Let songs of hope and love arise;/Let beauty, truth, and good be sung,/From every land in every tongue.”

Story for All Ages:

It's time for the story. Will the children please come forward? And children who have brought non-perishable food for those who are less fortunate than we are, please bring your food up and place it in the basket. Our story this morning is called

_____ . (The story should be no longer than 5 minutes, and be related to the morning's topic.)

Let us sing the children to their classes. (sing): "From you I receive,/To you I give,/Together we share,/And by this we live./From you I receive,/To you I give,/Together we share,/And by this we live."

Offertory: (If you have an entertaining, even humorous, way of introducing the offertory, go for it; but keep it pretty short. Or you may want to use the standard wording:)

If you are proud of this church, become its advocate. If you are concerned for its future, share its message. If its values resonate deep within you, give it a measure of your devotion. This church cannot survive without your faith, your confidence, your enthusiasm. Its destiny, the larger hope, rests in your hands.

In the spirit of love and for the continuing work of this congregation, we will now take the morning offering. Please take this time also to greet your neighbors.

(Hand out 4 baskets from the podium to the person in the front of each chair section and at the end of the pews on either side. Once the baskets have made their way to the back and are being collected, often by a member of the Finance Committee, you may ring the bell or gong the bowl, or just begin again:)

Hymn:

We hope you will continue these conversations after the service. Please join in singing hymn number _____, (title).

Candles of Joy and Concern: **Part of being in community is sharing our joys and concerns with one another. Please come forward and present your joy or concern at the floor microphone. I will light a candle for you as you speak. To assist us in knowing who each speaker is, please state your name. Feel free to ask me to light a candle in silence if words do not come easily.**

(When all who have come up front have spoken, light one more candle and say:)

I light this candle for the joys and concerns that remain silent in our hearts. Life, however fragile, is a gift, and we in this community of memory, caring, and hope, celebrate this gift.

Meditation: This section may include a Reading, a short selection of Music, and/or a Minute of Silence. Please check with the speaker or the minister to see which are to be included. If you are organizing and selecting the various parts of the service yourself, include one or more from among a Reading (recommended: a minute or less), a short Music piece (recommended: one to two minutes), and a Minute of Silence. Perhaps use some variation of the following statement to indicate to the congregation (this example is for all three components). If a reading is to be included, it may work best to have the reading first and then say the following:

Let's join together in a meditation of words, music, and silence.

Sermon/Presentation: (Guest speakers should be given a short introduction.)

After Presentation, Minister (if Minister is the speaker) or Celebrant (if someone else is the speaker) will say:

Let us be together in silence.

(60 seconds of silence for internal reflection on presentation or other individual thoughts.)

Please join in singing hymn number _____, (title)

Responses:

I now invite you to share with us your reflections on the ideas presented during this morning's service.

Closing Words: (Closing words should be short and should relate to the morning's topic.)

Extinguish the Chalice (place small metal cap over flame)

Closing Song:

Let's join hands across the aisle and sing our closing song,

_____.

(The usual choices are "Shalom Havayreem," "Go Now in Peace," or "Dona Nobis Pacem." Others have also been sung).

After Closing Song:

Go in Peace.

SUPPLEMENTARY PAGES

To the Good Folk who have agreed to serve as Celebrant:

Thank you for agreeing to represent the Unitarian Universalist Church of the Palouse as Celebrant for the services on an upcoming Sunday.

As Celebrant, you may be the first official representative of the Church that visitors and newcomers will see. We encourage you to dress as you would like to see the Church represented.

You are the primary organizer and conductor of the Sunday service. Your role is to help create a unified, inspiring, welcoming service. The service begins at 10:00 a.m. and ends at approximately 11:15 a.m., depending on the number of responses.

Please read through this guide. We ask that you practice your part well in advance of the Sunday service for which you are serving as Celebrant. We are committed to making our services as polished in presentation as we are in our personal and professional lives.

The members of the Sunday Services Committee thank you for your work on behalf of the UUCP. If you have any questions, please contact the Sunday Services Chairperson, Martha Schmidt or The Reverend Kayle Rice. Both are in the UUCP Church Directory.

Unitarian Universalist Church of the Palouse Sunday Service Celebrant's Guide Revised January 2009

This guide provides ideas and materials necessary for leading the Sunday services. The contents of this guide include:

- 1. Timeline**
- 2. Celebrant's Checklist**
- 3. Resource list and contact people**
- 4. Celebrant's Script**

1. Timeline

NEWSLETTER CALENDAR ALERT:

The chair of Sunday Services Committee (SSC) must provide information to the church secretary around the middle of the month BEFORE your service, in order for the information to be published in the church newsletter. Thus, please provide the SSC chair with the sermon title, sermon description, and very brief indication of the speaker's qualifications to speak on the subject before the 15th of the prior month. Depending on when in a given month your service occurs, all deadlines, below, may need to be adjusted to enable you to send that information to the SSC chair, Martha Schmidt<schmidt6@turbonet.com>

2. Celebrant's Checklist

Time frame before the Sunday of the service:

- 1. Four weeks before the service:** Contact the speaker. If you do not already know the speaker, the SSC chair will provide you with the contact information. Provide the speaker with a sample Order of Service from a previous Sunday service. Emphasize that **the speaker's presentation is to be 14 to 18 minutes** in length, in order to provide time for responses. That works out to approximately 1,500 words of text, if read at moderate

speed. Work with the speaker to make a cohesive service: opening words, hymns, story, meditation, closing words should ideally all be related to the presentation topic. Get a short biographical sketch from the speaker if not a member of UUCP. You can use the bio sketch to introduce the speaker, or you can have it placed on the back of the Order of Service. Let the speaker know that there will be time for responses from the congregation after the sermon/presentation. The choir's musical selections are chosen well in advance; contact the music director at least **four** weeks prior to the service if you have **special choral music requests** so that the choir will have time to learn the music.

2. **Three weeks before the service:** Contact the Music Director to let him know if you and/or the speaker have preferences for prelude music, hymns, meditation music or any other musical selections; if you have already selected the music; or if you prefer that she select the music. The music director needs this time to line up the musicians (if you are not planning to line them up), and the musicians need this time to practice the selections.
3. **By Wednesday before the service, even earlier if possible:** Contact the sexton if you wish the sanctuary to be set up differently from the usual configuration. Contact the church secretary with the reading selections for the service, and any other details of the Order of Service, including musical selections if not selected by the music director. Also provide the secretary with a brief identification of the speaker's background that enables him/her to speak on the particular topic, so the Order of Service can be completed (example of "brief" for the topic, "Radical Unitarians of the *Westminster Review*": Irving Pell, Professor of Nineteenth Century Religion, Bob Jones University). If the speaker is not a member of UUCP and hence may be unfamiliar to some of our congregants, you will likely want some additional biographical information to share with the congregation when you introduce the speaker during the services.

Ask the speaker if she/he would be willing to have the sermon published on the UUCP website. If she/he is willing, please ask her/him to email you a copy of the sermon (as an Attachment) after the service, as she/he would like it to appear. This procedure will enable the speaker to make any revisions she/he wishes. You may wish to remind the speaker after the service to email you the copy as an attachment. You can then forward that email and attachment to Judy LaLonde [see UUCP Church Directory], the Sunday Services Committee liaison to the church's website, so that Judy can post it on the UUCP Sermons Blog.

On Sunday morning:

1. Plan to be at the church at least 20 minutes before the start of the first service. Practice using the microphone, and have the speaker do the same, if (s)he is unfamiliar with it. Remind the speaker that the service is recorded. Speaking into the microphone helps everyone in the sanctuary and people with assistive listening devices to hear the service and to ensure a complete recording of the service.
2. Please speak **CLEARLY AND AT SLOW/NORMAL SPEED**, and slightly louder than normal, **in the direction of the microphone**. Rod, our sound engineer, is able to adjust the sound level when necessary as long as you speak in the direction of the microphone. You do not have to lean over the podium; in fact, such a practice may increase peripheral noise (rustling of shirts/blouses, rustling of papers, nasal congestion, and the like). Whoever reads or tells the story to the children is advised to use the floor mike.
3. Get the name and description of the Chalice Lighter from the Religious Education director. Likely, there will be a different chalice lighter for each service.
4. Make sure the offertory baskets are in the podium. If they are not there, check in the church office. You will need four baskets, depending on how many people are sitting in the pews on either side of the sanctuary.
5. Make sure there is a glass of water in the podium for the speaker.
6. Check the arrangement of chairs and pulpit to be sure it is suitable for your service.
7. Pick up two Orders of [each] Service and two sets of Hymnals and Supplements, one each for you and for the speaker.
8. Just before you begin the service, check the Announcements basket in the foyer to see what announcements (in addition to those listed in the Order of Service) you are asked to read during the service.
9. Check the printed Order of Service to be sure it agrees with your own notes (e.g., hymn selections) and the usual order of service printed in this Guide. If the Order of Service differs from the material in this Guide, follow the Order of Service, unless such action would omit a significant part of the service (such as the sermon).
10. Greet the speaker when you meet him/her, point out where to hang coats, location of restrooms, etc.
11. Begin the services at 10:00 **sharp**. Nod to the pianist or other musician to end the prelude. Ring the bowl to get the congregants' attention. During the service, remember to speak clearly and a little more loudly than usual in the direction of the microphone. During Joys and Concerns and when moderating the responses, encourage people to use the floor microphone.
12. End the services as close as possible to 11:15. To do so, you may have to limit the responses by suggesting that the conversation continue after the service.

13. After the service thank the speaker, and invite him/her downstairs for coffee and conversation. Later, write a brief thank you note to the speaker (especially if she/he is not a UUCP member, but it's nice to do even for the members).

3. Resource list and contact people:

1. You are free to use readings and music from any source you choose.
2. The hymnal, Singing the Living Tradition, and the new Supplement have many readings and responsive readings that are appropriate for opening words, meditation, or closing words.
3. The Sunday services committee keeps a small reference library of resources for Sunday services in the church office. Feel free to check out volumes of interest. Please return items in a timely manner so they are available for others to use.

Helpful Contacts

1. Minister: Rev. Kayle Rice
2. Sunday services committee chair: Martha Schmidt
3. Music Director Jon Anderson
4. Church secretary: Summer Stevens
5. Religious education director: Janet Guthrie-Granja
6. Sexton: Gabe Baker
7. Sound Engineer: Rod Sprague

[Note that personal email addresses and telephone numbers have been removed from the website edition of the Guide. Add these to your downloaded copy as needed. They can be found in the UUCP Directory or in the UUCP News newsletter or via the church office.]