



Worship Service Guide for
Big Sky Unitarian Universalist Fellowship
August 2007

Dear Lay Leader,

As a lay-led ministry, we rely on members, friends and others to volunteer to lead a spiritual worship service every Sunday from September through May. These guidelines are intended to assist you in preparing and leading a meaningful worship service. If you've never led a service before, please read these guidelines, then contact Pad to discuss scheduling and to have any additional questions answered.

Thanks for considering or agreeing to lead a Worship Service for the Big Sky Unitarian Universalist Fellowship (BSUUF).

Worship Service Committee

Pad McCracken, Chair	padmccracken at hotmail.com
Lynda Saul	lynda.saul at gmail.com
Joyce Kronholm	w.Kronholm at bresnan.net
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Winston Swift	carlisle01 at peoplepc.com
Rebecca Hargis	rhargis at mcn.net

Since we are posting these guidelines on our Web site, we have removed phone numbers and changed the email addresses to fool spammers. Replace "at" with @ and you have the email address.

Tools to help you prepare and lead your worship service

We've provided this guide, an annotated worship service guide, and a worship service template. Please follow these guidelines and use the template. They describe components of the BSUUF worship service that members and friends have grown to expect and love as part of their Sunday ritual. The Worship Committee welcomes feedback about your lay leadership experience and this worship service guide.

Pre-Sunday Preparation

1) Theme - spend time identifying and focusing on the theme of your service.

2) Assistance – a member of the Worship Committee will be contacting you to provide any assistance you need. Determine if you would like assistance planning and presenting the Sunday Service. Some people prefer to have a co-leader, where one person delivers the sermon and the other person leads the other components of the service (chalice lighting, readings, etc.).

3) Gather Materials - with a general plan in mind, locate readings, meditations, music, a sermon, and other elements that you feel will enrich your theme. Here are some resources to assist you:

- BSUUF lending library has tapes of sermons, UUA books, journals, and other inspirational reading.
- BSUUF website <http://www.bigskyuu.org/> is excellent.
- Discuss ideas w/ members of worship committee or other BSUUF.
- UUA website <http://www.uua.org/> has a host of materials. Visit <http://www.uua.org/worshipweb/main.html> for a resource library, amazing search engine for sermons, etc.
- Church of the Larger Fellowship (CLF) – BSUUF is a member of CLF so we have access to their many great resources. We are not posting this information on the website since this is a membership benefit and we need to keep the username and password within our fellowship. The version of the guidelines with the following information will only be provided via email and printed copies at the church.

4) Music - contact Winston Swift at 442-1729 (piano) or Nick Hopkins at 495-0462 (banjo) to see if either are available to play music, or feel free to arrange for other music for your Service. You can ask Winston to play the melody of hymns over the phone to see if they're singable and fit your Service. There is also a CD/tape player available. A small choir may assemble 15 minutes before the service to practice the songs. If this is important to you, please call some of the singers in our Fellowship and encourage them to attend.

5) Story for all Ages - include a short (5 minute) children's reading or youth component to your service – called a Story for All Ages in the order of Service. You may ask others to either help select appropriate story and/or present this segment of the service. Members willing to help are Peg Hunter - 443-3719, Ruth Luke - 442-4045, and Pad McCracken - 443-8208.

6) Chalice table - plan for any special objects you may want to bring for the chalice table as part of your Sunday worship service (flowers, candles, etc.)

7) Practice speaking slowly. Read through the entire Service and Sermon at a slow and measured pace. Plan on a 55-minute Service.

8) Arrive at 11:00 a.m. Sunday morning. The actual Service begins at 11:35 a.m.

9) Order of Service - Please print out about 30 copies of the order of service – template is available via email or download from the website. If you would like to be reimbursed for the cost of making copies, save your receipt and submit to Patti Borneman, BSUUF Treasurer. If you want to pay for the cost of printing the program, still give your receipt to Patti so we can record it as an in-kind donation.

During the Service

10) It's important to honor the time – service begins at 11:35 a.m. and ends at 12:30 p.m.

11) A board member or other member will welcome the fellowship and introduce you. They will read the opening statement about Helena UUs. This person could also remind people to silence their cell phones.

12) During reflection, if people need more time to discuss the sermon, mention that the discussion can continue during the Coffee Hour or Potluck.

13) During announcements be sure to mention upcoming activities, next Sunday's service, and encourage people to go downstairs at the close of the service for Coffee or Potluck.

Ending the Service

14) We gather hands and form a circle and sing the last hymn, and then usher people downstairs for our social time.

15) People will be asked to remove their name tags and to place them in a basket downstairs before they leave.

16) At end of the service, put away worship items. You will get help with this as people usually stay to help out.

17) Winston usually locks up and ensures that the church is left in the right order, but others may take turns doing that. There's a checklist for opening and closing the church

Sunday Morning Checklist

- Arrive at the church at 11:00 a.m.
- Accustom yourself to the facility and sound system. Have wireless microphone ready to pass among Fellowship during participatory segments.

- ❑ Place BSUUF banner on podium
- ❑ Move flag out of view if you want (there's another stand for it).
- ❑ Get out chimes for moment of silence
- ❑ Set up chalice table w/ cloth, collection plate, chalice w/ candle and matches, flowers or sermon-related item if you wish.
- ❑ If you have someone else reading the Story for all Ages, a chair should be set up for them in front of the pews and you can introduce them at this time.
- ❑ Place orders of service and hymnals on each pew.
- ❑ Important to honor the time – Service begins at 11:35 ends at 12:30.
- ❑ Discussion – be mindful of the time, if needed wrap things up and encourage more discussion during fellowship after the Service.
- ❑ At end of Service, others will help you put away worship items, but recruit folks if it looks like no one is pitching in.

The Welcoming Committee is responsible for greeting, name tags, handing out literature, Coffee Hour, and organizing the potluck on the first Sunday of each month.

Shalom and thanks again for your lay leadership.