



TAPESTRY  
A UU CONGREGATION

25801 Obrero Drive, Mission Viejo, CA 92691  
Phone: 949-581-0245; Fax: 949-581-0243  
<http://tapestryuu.org>



[Today's date]

Dear [name of speaker]

On behalf of Tapestry, thank you for accepting our invitation to speak on Sunday, [date of presentation]. We are honored to have you. I will be your worship associate and [Fill in "host" or "hostess"]. I will be happy to address any questions or concerns that you may have.

Please arrive by 9:00AM that morning so that I can familiarize you with the layout of the sanctuary, discuss where you will stand and the mic placement. Our Sunday services begin at 9:30 and 11:00AM. Your speaking time begins at approximately 30 minutes into each service. Please plan to speak for [Fill in a number. 20 minutes is standard; however, if you've been notified that this speaker has more or less time, please write the appropriate number] minutes. When you arrive, please let me know if you would like me to signal you 5 minutes before your speaking time is through. I have attached a typical order of service that includes all parts of the worship service, so that you can see where you will tend to fit in.

We regularly tape record our 9:30 services. If you object to being recorded, please let me know. The church will not tape you without your permission. If you agree to be recorded, we'd be happy to dub a copy of your talk *if you request one*.

From time to time, we have guest speakers who have shown interest in performing other parts of the Sunday service aside from their 20-minute presentation, such as the Story for All Ages (formerly known as "Children's Time"). Some guest speakers use the Story for All Ages as a primer for their presentation. The Story for All Ages occurs shortly before the sermon or presentation and lasts about 5 minutes. The person performing the Story for All Ages often reads a story that has a moral or ethical lesson. However, the format of the Story for All Ages is flexible. Please let me know if you would rather not conduct the Children's Time so that I may make other arrangements.

After the service ends, I will give you a check for your honorarium in the amount previously mentioned. You are very welcome to stay for refreshments and conversation in our fellowship hall.

You may be interested in some recently acquired information about our congregation. We have a broad *range of ages* from 14 years to over 80 years of age. The *educational backgrounds* of almost all of our adult congregants include at least a Bachelors degree. The *religious orientation* of our congregants ranges broadly: Our dominant beliefs include ethical concerns and non-supernatural beliefs, and skepticism and eclecticism. The *central foci of our congregational life* are fellowship, intellectual stimulation, common values and spiritual growth.

I'd also like to describe the structure of our building in case you have acoustical concerns. We are located in a large 2-floor office suite. Our sanctuary has a seating capacity of 110. The sanctuary has an acoustic drop tile ceiling that is 10 feet high. Our church has a very nice sound system that has remote receivers for the hearing impaired.

Please let me know if you have any questions, requests or concerns that you would like me to address before that Sunday. Don't hesitate to email me or phone me at [your phone number], or [your email address].

I have attached driving directions to our church. You can also view our website which has excellent maps. The site is [www.uucsc.org](http://www.uucsc.org). Let me know if you prefer verbal directions. I look forward to meeting you.

Cordially,

[Your name]

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