

TAPESTRY -Responsibilities of Worship Associate

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Even though a congregation has a full time minister, the regular presence of a layperson as a key part of the service is important. Members and visitors alike enjoy this affirmation of the nonhierarchical nature of a UU congregation, and it gives all of us the opportunity to discover more about who we are and what we value in a worship experience. Whether there is a full-time minister or a guest speaker on a particular Sunday, the Associate can play an important role in the various elements of the service. They remind us of the diverse people who represent this congregation.

RESPONSIBILITIES

Worship Associates should take this position ***very*** seriously. They should be prepared to participate in all services (**both services of the morning**) during the month of appointment, and to arrive each Sunday at least a half an hour before the first service begins when the minister is in the pulpit, and 45 minutes before the first service on the Sunday when the worship associate is leading the entire service. If unable to attend, they should appoint a reliable substitute, preferably someone who has done this job before. The worship committee chair should be informed of the change. Since the Associate represents the congregation to the public, they should dress appropriately and have no other duties to the church that morning.

DURING THE MONTH YOU ARE A WORSHIP ASSOCIATE:

__ Take home a copy of the hymnal, as you may need to review a reading and hymns the minister selects or—in the case of a guest speaker—select hymns and readings. You should follow the suggested Order of Service format provided in the Worship Associate scripts and in the typical Order of Service (Take an Order of Service home and examine the order of the parts of a typical service.) You may choose to use the Worship Associate scripts provided verbatim or you may choose your own wording. The UU principles are printed on the back of the Order of Worship. There is usually a guest speaker one Sunday a month. When a guest speaker is to be in the pulpit, the worship associate should inform him/her that their speaking limit is 20 minutes. When there is a guest speaker, the worship associate will be responsible for the details of the order of service, including introducing the speaker, choosing opening words, hymns, readings and performing or finding someone to perform the Story for All Ages. The worship associate can ask the guest if they'd like to perform the Story for All Ages as a primer for their talk. Send all the information to office@tapestryuu.org on the Wednesday prior to the service.

WHEN OUR MINISTER OR ANOTHER UU MINISTER IS IN THE PULPIT:

__ Most UU ministers choose their own readings, hymns, and prayer/meditations. Many will do the Story for All Ages, as well. However, the Associate should consult with the guest minister in advance to be sure there is shared understanding regarding those matters. The Minister will usually contact the worship associate the week before each Sunday to give them the Opening Words.

WHEN A GUEST SPEAKER IS IN THE PULPIT:

__ Contact the guest speaker at least a month in advance by sending them three documents: 1. The pre-written guest speaker letter which has been provided for you. Before sending the letter, read it carefully and fill in the empty spaces in the letter with the appropriate information. Aside from the letter, you should provide the guest speaker with two other documents: 2. A sample order of service (provided.) 3. Directions to the church (provided.) Discuss the Order of Service with the guest speaker at least two weeks before the service by telling them the parts of service you will perform and when it is their time to speak. Speakers sometimes make use of audio/ visuals. If that is the case, determine if we are expected to provide any equipment. Inform the Worship Committee if there is a problem.

__ Confirm that we have the speaker's permission to tape record their presentation. If the speaker objects to being recorded, notify Gary Livesey that we will not be recording the service that morning.

__ Become familiar with the speaker's theme of topic. Select an appropriate centering thought for the order of service and an opening reading, three hymns, a prayer/meditation, words to light and extinguish the chalice, words before the offering (sharing of gifts) and the benediction. Our hymnal has a wide range of selections, or you may use other sources. The worship associate resources also provide you with an "entire service script" to give you suggestions. If you need more help, the Worship Committee or Minister will be glad to work with you... free of charge! Members of the worship committee are Bill Hunker, Susan Jagielko, David Dearing, Lauren Lowe, and Rev. John Millspaugh (ex. officio)

__ Ask the speaker if they are willing to take questions and answers after the 9:30 service.

__ Ask the guest speaker where they would like to sit when the service is taking place, but when they are not present in the pulpit (for instance, they may feel comfortable with the congregation, in a chair by the pulpit, in the minister's office or in the lobby.)

__ Ask the guest speaker to provide you with an introduction for their presentation or interview them and write an introduction for them.

__ Call or e-mail Mary Halunka at admin@tapestryuu.org. She prepares the Sunday morning order of service by the Wednesday preceding the service. Please let her know of your selections of hymns and readings.

__ **If the guest speaker is not doing the Story for All Ages**, the worship associate may do it themselves or select someone else to do it **as soon as possible**. The worship associate should tell the person doing the Story for All Ages the theme or topic of the service.

__ Ask the speaker if they would like to stand at the sanctuary door as people exit at the end of the service.

Note: A good Toastmasters' practice is to never leave the lectern or front of the church without someone standing there. You should always be up front except when the guest speaker is speaking. If you are inclined to do so, it is also nice to shake the guest speaker's hand before his/her presentation. Please note that the words printed in the Order of Worship under "Personal Joys and Concerns: is referred to as litany. During the time of "Sharing of Gifts" (the offering), you may say that the offering will now be "received." Avoid the word, "taken."

WHEN YOU ARRIVE EACH SUNDAY:

- ___ Check with the minister or greet the guest speaker when they arrive.
- ___ Check with Gary Livesey, Dave Kinnear, Jay Keithahn, or a member of the Maintenance Committee to be sure the lights have been turned on, the thermostat has been set, and the PA amplifier and mixer has been activated.
- ___ Turn on the podium and floor microphones and test for sound levels.
- ___ If not already done, put out the candles (located in the choir closet) for Joys and Concerns on the Chalice table.
Be sure to see if the chalice is ready for lighting... with matches or a lighter present. Check to see if there is kerosene in the chalice (also located in choir closet).
- ___ Check that there are hymnals for you and the speaker or minister.
- ___ Get a glass of water for the speaker or minister and place it underneath the podium.
- ___ Make sure the offering baskets are underneath the pulpit.

TWO MINUTES BEFORE THE SERVICE BEGINS:

- ___ Light the Altar candles.
- ___ Ring the bell on the wall in the lobby when the service should begin (9:30am and 11:00am). Coordinate this timing with the minister so that you enter the sanctuary together. (Do not start the service without the minister present.) Ask the ushers to shut the doors to signal the start of the service.

DURING THE SERVICE:

___ Follow the order of service to introduce the various parts of the service. The worship associate scripts will help you with the wording of the parts of the service. Once you have chosen a script, please practice it aloud several times. **When the minister is present**, the worship associate is only responsible for the following parts of the service:

- 1) Good Morning...
- 2) Welcome Visitors
- 3) Greet one Another
- 4) Appeal for Membership
- 5) Opening Words
- 6) Announce Hymn.

(When the congregation finishes singing the hymn, your participation in the service is finished. You can return to your seat with the congregation. If John has asked you for assistance with the Story for All Ages, you can return when the Story for All Ages begins.)

___ **When a guest minister or speaker is in the pulpit**, the worship associate introduces all parts of the service. Our UU hymnal has a selection of readings for parts such as, Opening Words, Readings, Chalice Lighting, Joys and Concerns, Meditation and Benedictions. The worship associate should feel free to speak to the worship committee or Minister if they would like help. You can use the "Entire service" script as your guideline, editing as you wish.

___ Be ready to help the participants during the "Joys and Concerns" when you are leading the entire service, such as by handing them a candle or by prompting participants to speak into the mic. The microphones are very sensitive and one need only stand normally and speak clearly to be heard or prompting participants to speak into the microphone. Microphones **MUST** be used for the hearing impaired system to function. Please make sure **EVERYONE** uses the microphones.

___ At the end of the presentation of the guest speaker, thank him/her on behalf of the congregation.

___ At the start of the postlude, slowly exit to the rear of the sanctuary with the guest speaker. See that the guest is provided with whatever refreshment is desired. (There is plenty of time for this during the postlude.)

___ Escort the speaker back to the lobby. It is important to note that the Worship Associate is the principle host for the guest speaker. He/she should never be left unattended.

___ If the speaker is to receive an honorarium, the Worship Committee will have informed the treasurer. The check should be available and presented in an envelope.

Please note: In extremely rare circumstances, a guest in the pulpit may give a very poor presentation to the church. If you believe this is the case, as worship associate you can consult with any members of the worship committee and/or board member present at church, and as a group, you can choose to dismiss the speaker from the second service. Most presentations given by guests in the pulpit contain information and/or ideas that are meaningful, coherent, thought-provoking or practical. The guest's attitude is sincere and well-intentioned. If you, in consultation with the worship committee and/or board members, believe that speaker does not meet these standards, someone from the board or worship committee will substitute for the guest by reading a pre-written sermon to the congregation during the second service. The service will proceed as usual in every other respect. As worship associate, you will need to mention the guest's absence to the congregation by stating that the speaker couldn't stay for the second service, and that instead so and so will be reading such and such sermon.

AFTER THE SERVICE

Extinguish the two Altar candles. Please do not extinguish the candles that were lit for Joys and Concerns. Let them burn out on their own but make sure they are completely out before leaving the church.

Congratulate yourself on a job well done!