

June 7, 2019

Dear Summer Worship Leaders and Associates,

Thank you for agreeing to conduct or support a summer service this year. As worship leaders, preachers, and associates, I know that you will all work collaboratively to create satisfying worship services. Our summer services nourish our community and are part of the ongoing spiritual hospitality we offer our visitors and regular attendees. Most of you have been involved in other summer services, so you know the drill. But none the less, please take the time to review the information provided in this packet. Every year things are slightly different and hopefully refined a bit. In this packet you will find:

- ***An Overview of Worship Components and Logistics for Summer Worship***
- ***Summer Worship Calendar and Contact Information***
- ***Printed script samples of:*** Order of Service, Words of Welcome, and Embracing Meditation

Before your worship service, you need to contact the following people:

1. Worship leaders and associates should be in touch with one another prior to your service to plan and coordinate. Bob Peskin is serving as the worship associate leader and can help with questions: 651-263-5843 and [bpeskin42@gmail.com](mailto:bpeskin42@gmail.com).
2. Our summer music coordinator is Kathleen Bartholomay. Kathleen may well be in touch with you, but if you haven't heard from her, please consult with her about hymn selections. If you have special musical requests, please let Kathleen know as soon as possible. You can reach Kathleen at: 651-343-4764 and [kathleenbartholomay297@gmail.com](mailto:kathleenbartholomay297@gmail.com).
3. Our coordinator of communications, Martha Tilton. August worship leaders: please note that your deadline is July 15 to submit your sermon title and descriptive blurb for the newsletter. Please plan to submit your order of service – including hymn selections, readings, and short personal bio for both the worship leader and associate—no later than the Tuesday prior to your Sunday service. Martha is a good starting point for all general questions about summer worship – if she can't answer the question, she will point you in the right direction. Martha is available at 651-228-1456 x105 and [martha@unityunitarian.org](mailto:martha@unityunitarian.org).
4. If you have questions about Embracing Meditation items, consult the schedule and contact the staff member listed for that particular service. The staff member listed will provide you with the names of people to include in the Embracing Meditation, but **the worship leader or associate is responsible for reading the Embracing Meditation (see page 7), reading the list of names provided that week, and offering a prayer.** Kathryn Jay will be the primary contact for pastoral concerns while we are away during the month of July. You can reach Kathryn at 651-228-1456 x109 and by email at [kathryn@unityunitarian.org](mailto:kathryn@unityunitarian.org).

Thanks very much for agreeing to participate in the summer worship program. I trust your involvement will be a fulfilling and enriching experience for you all.

Yours in Faith,  
*Janne*

## **Overview of Worship Components and Logistics for Summer Worship**

### **Arrival and Sound Check**

Please arrive no later than 9:15 a.m. Your staff contact for Sunday morning logistics is listed on the Summer Worship Calendar. This person will help you with the sound check at approximately 9:30 a.m.. Please note that the microphones are wired and broadcast to the entire church during the sound check.

At this time, you should also check to ensure that you have everything you need in the chancel: water, tissues, collection baskets, readings, two orders of service (at least two), a pen, a votive candle and matches. Check both the lectern area and the pulpit to ensure you have what need at both locations. You may wish to use page markers or book marks for the hymns and responsive reading so you don't have to search for your pages.

Worship leaders and associates are encouraged to greet folks in the main lobby before the service. At approximately 9:55 a.m., the worship team should move into the DeCramer Room. Check your microphone and take a deep breath to center yourself. Enter the chancel area a couple of minutes before the service begins. Discreetly light the small votive if it is not already lit.

### **Liturgy and Order of Service**

The worship leader and worship associate shall determine how to divide the components of the liturgy (i.e. who does what). Usually, the worship associate helps find readings, brainstorms and converses about the sermon topic, and helps conduct the service by doing some or all of the following: Call to Worship, Embracing Meditation and Prayer, Offering and/or Readings. The services are recorded and are uploaded to the internet as podcasts. You might find the UU Worship Web a useful resource for opening words, benedictions, prayers, and readings: <http://www.uua.org/worship>. Janne also has resources in her office which you are welcome to borrow. Please return all resources.

### **Words of Welcome**

The Words of Welcome will be read from the lectern by a staff member. This means that (with only a few exceptions) there is no requirement for worship leaders when it comes to the Words of Welcome.

### **Ring the Bell**

If it appears that the ushers have not seen you, you may ask that the bell be rung, "Please ring the bell." If there is confusion, you can simply move on in the service gracefully. This is a good guideline in general.

### **Prelude**

Musical selection coordinated by Kathleen Bartholomay. During the prelude, the worship leader signals to chalice lighter to join them in the chancel (see note below).

### **Call to Worship & Chalice Lighting**

The call to worship is typically done by the worship associate and delivered from the lectern. It should be short—no longer than a minute. Near the end of the piece, the chalice lighter or other worship leader lights the candlelighter from the votive. The end of the Call to Worship should include the invitation, “Come, let us worship together.” This is the signal to light the chalice. Then you both go and sit down on the bench.

### **Opening Hymn**

Both worship leaders rise and walk to the middle of the chancel about three quarters through the first instrumental verse. The congregation will rise as you do. If they don’t, use your hands to ask them to rise.

### **Responsive or Unison Reading**

Ask people to remain standing. Either worship leader can lead the congregation from the lectern. The person not leading the reading stands adjacent to the reader at the bench.

### **Silence**

One to two minutes, depending on your need, the theme, and your intention.

### **Embracing Meditation**

The worship leader or associate can deliver the Embracing Meditation. In addition to the attached script, you will hear from church staff (see Worship Calendar) with specific information for inclusion. You may vary the script, but keep it similar enough that there is consistency.

### **Prayer**

Usually whoever delivers the Embracing Meditation continues on into the prayer. You may wish to invite the congregation into a moment of prayer, as in “Please join me in a moment of prayer,” or some variation. The Embracing Meditation and prayer are really two aspects of the same component as the embracing meditation flows rather seamlessly into the prayer. You may use other people’s prayers, but we encourage you to write your own. If you write your own, you might find the following formula useful:

1. Who are you praying to (God, spirit of life.....)
2. Who is doing the praying (we are people who are.....; we are in need....)
3. What do we need?
4. What does the world need?
5. Prayers are often just “thank you” and “please” and “oops” (forgiveness) and “ahhhhh” (awe).

### **Interlude**

Musical selection coordinated by Kathleen Bartholomay

**Offering**

The offering will be going to a different non-profit each Sunday. It is listed and hyperlinked on the spreadsheet and will be described in the Order of Worship. Please put what is written in your own words. At the end of the “pitch” ask the ushers to come forward using these words: “When we live lives of integrity, service, and joy, generosity is sure to follow. Will the ushers please come forward.” The musical selection is coordinated by Kathleen Bartholomay

**Readings**

The two or three readings are chosen by the worship associate and worship leader. The worship associate and leader alternate reading.

**Hymn of Affirmation**

Both worship leaders rise and walk to the middle of the chancel about three quarters through the first instrumental verse. The congregation will rise as you do. If they don’t, use your hands to ask them to rise.

**Sermon**

A typical sermon at Unity Church runs 15 – 25 minutes and ranges from 1200 -2500 words. You may find it helpful to format your sermon in large font and extra wide margins on the right side and bottom of the page. Print single-sided so you can simply slide your pages rather than flipping them. It is helpful to number your pages.

Keep in mind that the wireless mic has a transmitter designed to clip to pants or skirt waist band. Therefore, it is difficult to wear a wireless mic with a dress.

**Closing Hymn**

Both worship leaders rise and walk to the middle of the chancel about three quarters through the first instrumental verse. The congregation will rise as you do. If they don’t, use your hands to ask them to rise.

**Benediction**

The benediction is usually offered extemporaneously. Often a short phrase that encapsulates the theme, uses closing words from the hymnal, or is a short prayer/poem.

After the benediction, recess and greet people in the main lobby, just across from the main entrance doors. We encourage you to proceed to the coffee hour to meet and greet the others.

**Postlude**

The musical selection is coordinated by Kathleen Bartholomay.

## **Weekly Order of Worship**

MUSIC FOR MEDITATION

WORDS OF WELCOME (STAFF)

RINGING THE BELL

PRELUDE

CALL TO WORSHIP

CHALICE LIGHTING

OPENING HYMN

RESPONSIVE READING / UNISON AFFIRMATION

SILENCE

EMBRACING MEDITATION

PRAYER

INTERLUDE

OFFERING

OFFERING MUSIC

READING(S)

HYMN OF AFFIRMATION

SERMON

CLOSING HYMN

BENEDICTION

POSTLUDE

## **Words of Welcome • Sample Script**

*With few exceptions, the Words of Welcome are read by a staff member. If the worship leader is asked to read the Words of Welcome, they will be emailed the week before and a paper copy will be left in the Worship Associates mailbox in the Copy Room at church.*

Good morning everyone and welcome to Unity Church. It's so good to be here together. In the spirit of welcome and embodying the sense of beloved community we seek to make real, will you turn and greet your neighbor. {Congregation greets each other.} We invite you to continue the conversation once the service has ended.

I want to extend a special welcome to those of you who are visiting us today. We hope you find Unity Church to be a place which helps you find and keep your balance and a community which inspires you to lead a loving life of integrity, service and joy. Your gifts and wounds are welcome here.

If you would like to learn more about Unity Church, please fill out one of the visitor cards which can be found in the pews and at the welcome table in the Parish Hall. If you requested a nametag last Sunday, please stop by the visitor table in the main lobby to pick it up.

While we are gathered here in the Sanctuary this morning, Unity's children and youth – with help from adult volunteers -- are tending the garden in the Greenspace and growing produce and flowers which will be shared with our neighbors in need.

After the service please visit the Parish Hall for refreshments and fellowship. While there you can peruse the Bookstall, purchase tickets to Unity's trip to the Saint Paul Saints game, and leave a note of care for someone mentioned in the embracing meditation.

Elizabeth and I look forward to greeting you in the main lobby following the service. Once again, welcome to Unity Church. It's a joy to be together.

## Embracing Meditation Template • Sample Script

Each time we gather for worship, we set aside a moment to expand the caring ministry of this congregation. Together we recognize the cycle of life and death, the circle of love, compassion and witness that is at the center of this and every sacred community.

We stand at the side of parents and teachers and all those whose primary spiritual practice is caring for children; with those who live with grief or chronic pain, with illnesses seen and unseen, with mental disability or addiction.

We pray for our neighbors in prison, those who care for family members in ill health, those who are struggling to stay afloat in the midst of poverty.

Our lives are blessed by those who knowingly and with curiosity and courage face their final days and by those who rise above heartbreak to challenge oppression in all of its forms.

We pray for those in harm's way, for the wisdom and strength of the leaders of the world and for the people of this courageous congregation as together we live into our longing to embody and help to build the Beloved Community.

Will you pray with me for all these we now name (insert names and comments received from staff).

May we stand in compassionate solidarity with our neighbors here at home and all around the world may they and may we be instruments of a just and lasting peace.

I now invite you to speak aloud or hold in the silent sanctuary of your hearts the names of those you would like to lift today in worship. And let us pray...