

RELIGIOUS SERVICES COMMITTEE POLICY/MISSION STATEMENT

Adopted September 2014

The Religious Services Committee plans and coordinates Sunday services.
Trained service leadership provides continuity, competence, and care.
Intergenerational participation is encouraged to promote full community spirit.
The mission is to offer services which are intellectually stimulating,
spiritually uplifting, and socially enlightening,
thus supporting our UUFEC Mission Statement
and our UUA covenant of Principles.

INDEX

Policy -----	1
Procedure -----	2
Order of Service Format -----	3
Service Leader Guidelines -----	4
Sunday Service Checklist -----	6
Chain of Responsibility -----	7
Annual Sunday Calendar -----	8
Welcoming Options -----	9-10

RELIGIOUS SERVICES COMMITTEE PROCEDURES

Adopted September 2014

1. The committee meets monthly. The time, date, and place are set by the Committee Chair with the input of the Committee members.
2. The Religious Services Committee Chair has a duty to assign Committee members as deemed necessary. Due to the nature of responsibility for Sunday services, RS Committee members are UUFEC members who attend a majority of Sunday services per calendar month.
3. This is a democratic committee with each member in attendance having one vote. Although a majority decides, we strive for consensus. Decisions about procedure, selection of a speaker, service leadership, service format, etc. are made in agreement with the committee, unless short-notice changes require the Chair to reassign speaker or SL.
4. The *Service Leader Coordinator* is a committee member who assumes the duty of finding, training, coordinating, and scheduling all Service Leaders.
5. Service Leaders (SLs) are UUFEC members who have received SL training. Appointed SLs coordinate Sunday service in conjunction with the UUFEC minister, guest minister, guest speaker, or congregational speaker (as applicable).
6. SLs coordinate music with the Music Director and audio/visual needs with the Sound Engineer and Video Volunteer respectively.
7. All committee members share SL duties as Service Leader Mentors available to any Service Leader who requests help in planning or conducting a service.
8. The *Story for All Ages* subject will be provided to the DRE in advance to coordinate it with planned RE program material.
9. A minister who is the speaker has autonomy of the Sunday service. The minister provides guidance and recommendations on how the service is organized and conducted.
10. In all aspects of the service we strive for balance and theme continuity.
11. The committee is responsible for providing publicity and information about the services to UUFEC Office Administration, Webmaster, and Calendar Coordinator.
12. The Chair will ensure that guest speakers receive their honorarium.
13. The Chair will manage the Committee's budget, communicate with the board liaison, Finance Committee liaison, and collaborate with other appropriate committee chairs about RS Committee needs and services.

SUNDAY SERVICE FORMAT
Order of Service: **CORE ELEMENTS** and Options

TITLE

DATE OF SUNDAY SERVICE

GATHERING HYMN ### *Title* {INTERGENERATIONAL SERVICES, This Little Light}

WELCOME Name, Service Leader {INTERGENERATIONAL SERVICES, follows Chalice Lighting}

CHALICE LIGHTING {INTERGENERATIONAL SERVICES, by child after This Little Light}

STORY FOR ALL AGES read by Name *Title* by Author

CHILDREN'S BLESSING Go now in peace. {INTERGENERATIONAL SERVICES, omit.}

ANNOUNCEMENTS Also see *Weekly Wick* insert.

GREETINGS

PRELUDE Cecile Lindegren, Music Director *Title* by Composer

TESTIMONIAL One Minute Sermon

CHIME words by Name "Quote."

SILENT PRAYER / MEDITATION

JOYS, MILESTONES, CONCERNS This is a sacred time together. (Open mic or Silent)

MUSIC

HYMN # ## *Title*

OFFERING

OFFERTORY & MEDITATION *Music title* by composer or Choir

MESSAGE: *Title* by Speaker's name

CHALICE EXTINGUISHING Reading ### or Quote by Name, adapted

ASPIRATION HYMN #123 *Spirit of Life* As you are comfortable doing so, please join hands with your neighbor.

RESPONSIVE READINGS (back of Hymnal)

SOCIAL TIME (11-11:15) *Please join us for food and fellowship then share your views and hear others during one of the Religious Exploration 2nd Hour options.*

POSTLUDE *Title* -Composer

Service Leader Training /Guidelines

1. Welcome & Chalice Lighting

“Be ours a religion which, like sunshine, goes everywhere; its temple, all space; its shrine, the good heart; its creed, all truth; its ritual, works of love; its profession of faith, divine living.” - UU minister Theodore Parker

2. SL Training Objectives

- To encourage more members to join the team of service leaders
- To review the role of Service Leader for Sunday services
- To learn how effective handling of “the unexpected” can improve the dignity of our worship hour as well as improve our welcoming atmosphere toward guests.
- To answer any questions about being a Service Leader

3. Concept of Service Leader Team

Service Leaders volunteer to several Sundays a year and embrace the following wisdom:

- Expect mistakes to happen. Don’t apologize. Don’t correct other SL’s mistakes.
- Allow ample time prior to service to check microphones, candles, & coordinate with others who are participating in the service.
- Review the Order of Service.
- Get to know other Service Leaders. Form a supportive team. Provide coverage, if you or another team member has difficulty or is unable to serve as planned.
- Service Leader Mentors act as “GO TO People” if a Service Leader has a question about the service or correct policy/procedure.

4. Service Leader Responsibilities

A. If our settled minister is not going to be in the pulpit that Sunday:

- A member of the Religious Services Committee will contact you (minimum of 2 weeks before service date) & provide you with the name & contact information of speaker.
- SL contacts the guest speaker directly to finalize arrangements. Coordinate any special projection or music material.
- SLs will provide speaker with their contact info in the event the speaker needs to contact you for any last minute details or changes.
- Clarify with speaker if he/she will be selecting the hymns, readings, Chalice readings, *Story for All Ages*, or if he/she prefers SL to do so. If speaker makes selection, provide deadline for submitting these to you. Coordinate with Music Director.
- Encourage Speaker to review UU principles & include a spiritual dimension in message.
- Ask a UUFEK members to be Chalice Lighter- practice with lighter, light the chalice, offer microphone during *Joys and Concerns*, and extinguish chalice.
- Check with RS Chair to confirm whether the guest speaker will be offered an honorarium & who will present the speaker with the check after the service.
- Encourage the speaker to stay for 2nd Hour *Porch Swing* discussion. There is a facilitator, so the speaker does not lead the discussion, but can answer questions and share ideas.
- Submit draft Order of Service to RS Chair or member who will proofread it and submit it to the Office Administrator no later than Wednesday prior to the Sunday service.
- Arrive a half hour early on Sunday to greet and orient the speaker, coordinate service, speak with volunteers, decorate, run copies as applicable, & review Order of Service.

- Create a welcoming atmosphere helpful to anyone, especially guests.
- Be respectful of the diverse range of perspectives in the congregation. This morning, some people may be having life-altering experiences of births, deaths, and everything in between. People arrive in different moods; strive to honor all temperaments.
- Speak thoughtfully, slightly slower than normal, and enunciate clearly.
- Be concise to avoid taking time from the Speaker.
- Acknowledge respect for any holidays, or current events – good services do not happen in a vacuum.
- Set a spiritual tone for each phase to create smooth transitions.
- Use eye contact, gestures, or body language for next phase. Avoid saying, “We will now...”
- Keep congregation alert to program. E.g., “Please stand & sing, as you are willing & able.”
- Maintain consistency in the service flow, even if elements change.
- Plan silent pauses of emphasis to allow moments of reflection.
- Be flexible. “Stuff happens.” Allow for unforeseen events.
- Remember, 3 things go wrong in every service; strive to do better next time.
- Forgive yourself and focus on the needs of the congregation.
- End on an empowering note. Send folks off with hope in their hearts.
- Directed any questions regarding the talk to the “Porch Swing.”
- Introduce any surprises. Keep your sense of humor.
- Be mindful of what is sacred or important to the congregation.
- Allow visitors anonymity; some guests prefer to be silent observers their first visits.
- Be confident, even if you stumble.
- Be open to the revelations of others.
- End on time.

B. If our minister is going to be in the pulpit on your Sunday:

- Contact minister early in week to inquire how you might assist in planning the service. You are welcome to suggest a story, music or readings.
- Proofread the Order of Service that the minister will email you by Monday and let him know you have reviewed the Order of Service. If you have any questions, ask the minister for guidance.
- Ask a UUFECC member to be the Chalice Lighter- practice with lighter, light the chalice, offer microphone during *Joys and Concerns*, and extinguish chalice. Arrive about a half hour early on Sunday to check with others participating in the service and receive any announcements that must be made by SL.

5. Sunday Service Format

SL Trainees go through a sample Order of Service. Consider each element. Practice with the microphone and learn from experienced Service Leaders. Ask Service Leader Mentors- any Religious Services member- for help, as needed.

6. Handling the Unexpected

Learning how to cope when faced with the unexpected is a skill every Service Leader learns. Some situations don't have a “right” or “wrong” answer. Circumstances dictate which response may be best. CASE EXAMPLES are used for training exercises.

7. Training Session Closing Words & Extinguishing the Candle

“In honor of those we have known and loved in the past, In recognition of the gifts and sacrifices they have made on our behalf, and in our sincere hopes that we may be worthy of their memory, we light our candles, we give our thanks, and we offer our service.” ~Charles F. Flagg adapted.

SUNDAY SERVICE Checklist

Revised September 2014

BEFORE THE SERVICE (9:00- 10:00)

- ___ 1. Arrive ½ to 1 hour early (9:00-9:30 AM)
- ___ 2. Coordinate with Greeters, Music Director (before Choir practice), Video Volunteer, Sound Engineer, Chalice Lighter, DRE, Story Teller (if other than SL or Speaker), and Speaker. Encourage teamwork.
- ___ 3. Test microphones with Sound Engineer.
- ___ 4. Welcome Greeters. Be sure they have Orders of Service and offering baskets.
- ___ 5. Confirm Video Volunteer is prepared and technology functional.
- ___ 6. Delegate a Chalice Lighter (for Chalice Lighting, Joys..., & Chalice Extinguish)
- ___ 7. Ask Chalice Lighter to straighten candle area, check lighter, and check mics.
- ___ 8. Greet Speaker. Meet any last minute needs (e.g., glass of water, hymnal, etc.)
- ___ 9. If available, print five copies of talk for people with hearing impairment.
- ___ 10. Greet Story Teller. Remind 5 minutes max. Check microphone (leave mic ON).
- ___ 11. Review *Weekly Wick* & Order of Service for any clarifications or emphasis needed.
- ___ 12. Decorate, theme-specific as desired by you and Speaker.

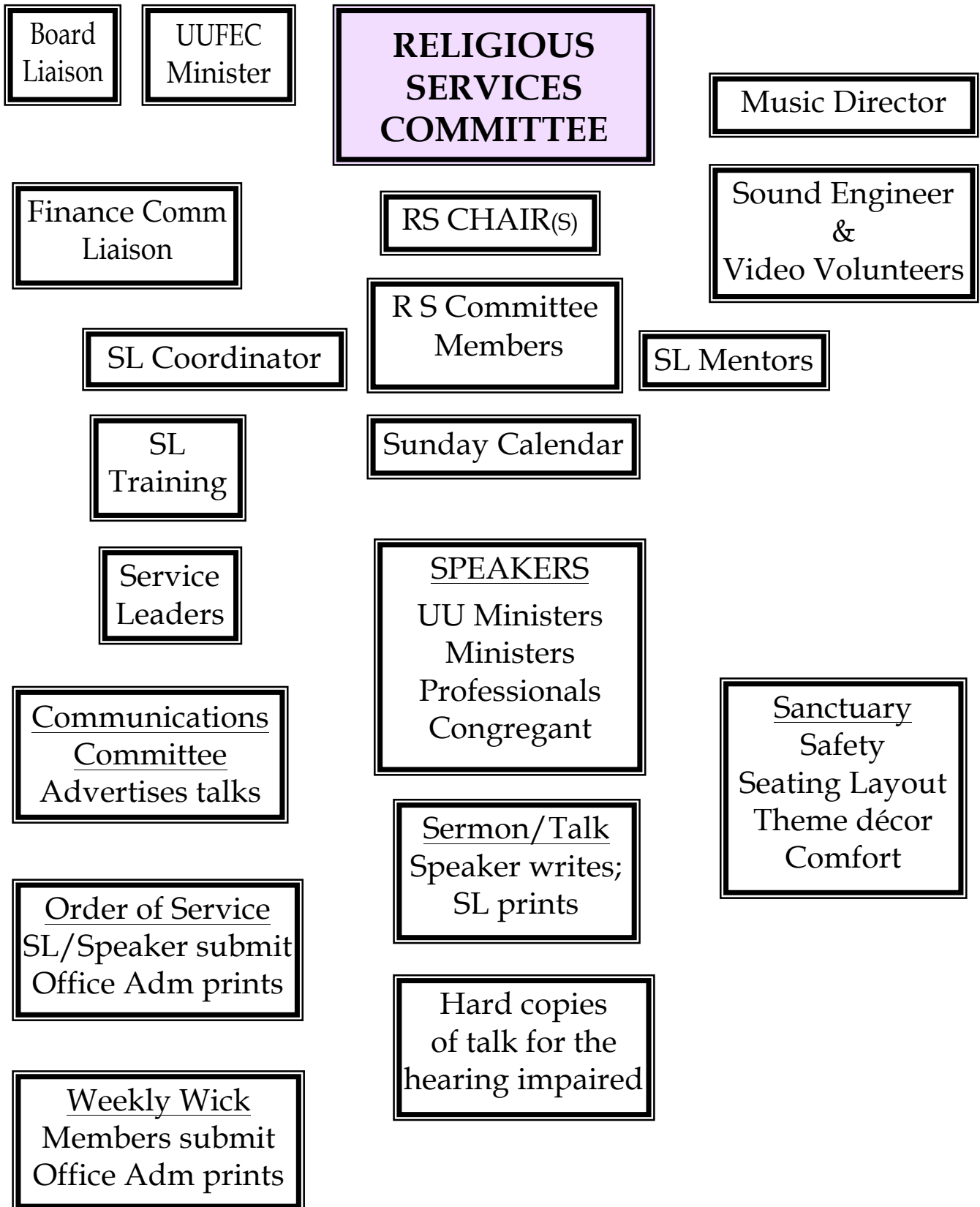
DURING SERVICE (10:00-11:00) Shift tone to calm, contemplative as service begins.

- ___ 1. At 10 am sharp, stand at the podium and join in singing the Opening Hymn.
- ___ 2. Be seated unless active at podium.
- ___ 3. Welcome: read one of the four options posted on the podium.
- ___ 4. Refer to *Weekly Wick* insert by paper color. Ask if there are any other Announcements.
- ___ 5. Encourage children to come forward for the *Story for All Ages*.
- ___ 6. Before the Postlude, invite everyone to stay for social time then 2nd Hour RE.

AFTER SERVICE

- ___ 1. Confirm that all candles are extinguished.
- ___ 2. If planned, get honorarium from Religious Services Chair or from office personnel. Give it to the speaker during snack time or after 2nd Hour.

CHAIN OF RESPONSIBILITY



ANNUAL SUNDAY CALENDAR				
JAN 1	New Year's Day		JULY 4	Independence/ Interdependence Day Game Night/ Fireworks
	MLK			
3 rd Fri	Arbor Day			GA News
FEB	<i>Standing On the Side of Love</i> Day		AUG	F.A.I.R.
3 rd Mon	Presidents' Day			
14	Valentine's { <i>Love Earth</i> } Day			
			SEPT 1	Labor Day
MAR				UUFEC birthday (1958)
17	St. Patrick's {Think Green} Day			Blessings of Beasts
	SOUL		21	International Peace Day
APRIL	Flower Communion		OCT	
	Easter		4	St. Francis Day
				Annual Vote meeting
22	Earth Day		24	UN Day
	Annual Business meeting		31	Halloween
			Nov 1	All Souls Day
MAY			11	Veteran's / Armistice Day
1	May Day			
2 nd Sun	Mothers' Peace Day		last Thurs	Thanksgiving { <i>Thanks for Earth's Bounty</i> Day }
	UUSC			
	Memorial/Decoration Day			
JUNE	Poetry Sunday		DEC	Hanging of the Greenery
3 rd Sun	Fathers' Day			
			23	Christmas Eve Eve
			31	New Year's Eve

ANNUAL UU THEMES

7 Principles, UUFEC birthday, Shared Ministry, Interfaith diversity, Pluralism, Blessed Beasts, Harvest Day, World Hunger Service.

Good morning! Welcome to the Unitarian Universalist Fellowship of the Emerald Coast.
I am _____, a member of this church and your Service Leader this morning.

“The Unitarian Universalist Fellowship of the Emerald Coast is a religious community, united by UU Principles, and committed to serve, spiritual growth, and caring fellowship.”
If you are a visitor today, you will find more information about Unitarian Universalism of the back of your Order of Service.

We have no required creed for membership, but we do share common principles and values. We believe that each of us is on a spiritual journey, and we share with one another our quest for a more meaningful life. You are invited to join us on the journey.

As a congregation, we affirm and promote the full participation of every person without regard to age, gender, race, national origin, affectional orientation, physical or mental ability, or religious belief. We welcome you and look forward to meeting you over refreshments, and during Second Hour activities which are listed in the box at the end of your Order of Service.

Welcoming Option #2

Good morning! Welcome to the Unitarian Universalist Fellowship of the Emerald Coast.
I am _____, a member of this church and your Service Leader this morning.

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If you are a visitor today, you can find more information about Unitarian Universalism of the back of your Order of Service.

This UU congregation was established 50 years ago, an open-hearted, open-minded community seeking spiritual & moral insight. Some earlier Unitarians and Universalists who went before us in the search for truth and meaning include **[read any four]**:

Benjamin Franklin Susan B. Anthony Thomas Jefferson Clara Barton Adlai Stevenson
Paul Revere Christopher Reeve (Superman) actor Paul Newman Rod Serling (Twilight Zone)
Pete Seeger Horatio Alger Ralph Waldo Emerson Frank Lloyd Wright Dorothea Dix
Nathaniel Hawthorne Carl Sandberg EE Cummings Albert Schweitzer Charles Dickens
Walt Whitman Isaac Newton Florence Nightingale Rachel Carson

As a congregation, we affirm and promote the full participation of every person without regard to race, national origin, age, gender, gender expression, physical or mental ability, or religious belief. We welcome you and look forward to meeting you later over refreshments, and during Second Hour activities which are listed in the box at the end of your Order of Service.

Welcoming Option #3

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You have come to a great community, and your presence enriches us. As a congregation, we affirm and promote the full participation of every person without regard to religious belief, age, gender, affectional orientation, national origin, physical or mental ability. All of us were once visitors and strangers before finding friends in this Unitarian Universalist community. We treasure the warmth created here and value newcomers.

Later, we look forward to meeting you over refreshments, and during Second Hour activities which are listed in the box at the end of your Order of Service.

Welcoming Option #4

Good morning! Welcome to the Unitarian Universalist Fellowship of the Emerald Coast.
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Unitarians come from a liberal theological background that follows good example rather than dogma. Universalists believe in expansive love which includes everyone. Together in religious integrity, we find value in all sacred texts, spiritual aspirations, and in the freedom to be true to our own search for meaning.

As a congregation, we affirm and promote the full participation of every person without regard to race, national origin, age, gender, affectional orientation, gender expression, physical or mental ability, or religious belief. We welcome you and look forward to meeting you later over refreshments, and during Second Hour activities which are listed in the box at the end of your Order of Service.