

WORSHIP LEADER'S TASKS (March, 2018 - list prepared by Katy Shaner)

WORSHIP LEADER'S TASKS ASSISTING MINISTER

- Meet with minister to discuss service (Minister responsible for description of service sent to Administrator one month in advance and OOS Wednesday before service)
 - Minister chooses theme of service
 - WL responsibilities (Welcome, Introductions and announcements, Thanks, First time visitors, Chalice lighting while minister reads, Story for All Ages (optional), Personal Joys and Sorrows (optional))
 - Choose:
 - Story for All Ages
 - Hymns
 - Readings (if any)
- Prepare WL parts to service (card stock) and rehearse

WORSHIP LEADER'S TASKS ASSISTING GUEST SPEAKER

- Opening words
- Welcome, Introductions and announcements, Thanks, First time visitors
- Chalice lighting (read while chalice being lit) www.uua.org/worship/words/offering
- Affirmation
- Announce hymns
- Story for All Ages (Ask from congregation in advance – help choose story relative to service theme)
- Personal Joys and Sorrows www.uua.org/worship/words/offering
- Offering and Offertory www.uua.org/worship/words/offering
- Introduce guest speaker (Homily not sermon)
- Benediction and Extinguish the Chalice
- ON ISLAND – Meet and design service based on UU guidelines, give time frames
- OFF ISLAND – communicate with, design service, give time frames

WORSHIP LEADER'S TASKS ORGANISING SERVICE

(check online calendar for sound tech and room setup by scrolling down to Worship Committee Documents at <http://uucwi.org/members/documents/board-committee-docs/>)

- Communicate with:
 - Sound tech (Mic check day of and mics to be used for service parts – send OOS in advance)
 - Administrator (Suzi Pengilly – OOS sent no later than Wednesday before service)
 - Accompanist (Nola Allen or Eileen Soskin – OOS in advance)
 - Treasurer (Checks for guest speaker and musicians)
 - Special music coordinator (Linda Good) for guest musician (Check)
 - Guest Speaker if not minister (Check)
 - Sanctuary set up person (chairs and hymnals – gray and/or teal)
 - 2 Ushers (guidelines for responsibilities)
- Design and prepare altar