Planning a Service

Here are some suggestions from the Worship Associates of things to think about as you plan your worship service.

**1. Music:** If you plan to use live music, please ask the musicians at least 2 weeks in advance to be sure they are available. See the Musicians list (next page) if you need ideas of folks to call. Consider parts of the service that might require music: prelude, interludes, postlude, offertory, hymns. You may use recorded music instead of a live musician.

**2. Generally included portions of a worship service:** Always include an offertory, joys & concerns, chalice lighting, and the closing benediction. Refer to the order of service worksheet for other options. Services are usually thematic. Everything in them contributes to a single theme or feeling. The whole service should help the congregation grow spiritually, religiously or ethically.

**3. Welcoming visitors:** Churches often have visitors in the summer months – people moving to the community before school starts, etc. A Board member will read the usual words of welcome at the beginning of each service. It is also helpful if you can include parts in the service that welcome visitors and make UU values clear.

**4. Order of Service:** If you plan to use a printed Order of Service for the worship service, please check with Kathie Bergman, church administrator, at least two weeks in advance and follow their deadlines. Our administrator usually takes some time off in the summer so occasionally the Order of Service needs to be ready in advance. Kathie's e-mail is: uuchurch@uuchurch.net.

**5. Readings:** Readings for the chalice lighting, joys & concerns, the offertory, etc. are available in the Worships Associates Service Book (white three ring binder) which will be on the bookcase just outside of the administrative offices. You may also use responsive readings from the back of the hymnal or write your own if you wish. The UUA website has readings available at Worship Web <a href="http://www.uua.org/spirituallife/worshipweb/index.php">http://www.uua.org/spirituallife/worshipweb/index.php</a>

6. Others to help: Contact your worship associate if you have any questions or concerns. You should also check with your worship associate to be sure that there are ushers, people to make coffee, and people to clean up afterwards and to close the church.

Musician	Instrument	Hymns	Phone number
Alan Arnold Carol Arnold	sax, recorder piano, flute	yes	474-1787 474-1787
Barb Carter Scott Denson Peter Holmes Desi Long	drum piano,accordion guitar piano	yes yes	696-1784 424-4760 814-3632 449-8161
Neil Minturn	piano	yes	446-1417

Sam Otten plays piano but they will be traveling a lot this summer so his availability would be limited.

Pack Matthews might be able to play prelude/offertory – he doesn't like to do hymns.

Jamie Meadows plays guitar and sings – she writes original songs and enjoys sharing them.