

WA SUMMER INSTRUCTIONS
Unitarian Universalist Church of Columbia
Summer Services Guide – 2013

A few weeks before the service, contact the person leading the service to offer help and guidance.

Review things they need to do and ask question to help the person think through preparations, i.e., what are your plans for music? How do you want the sanctuary set up? Etc.

Ask if they have the summer service packet or need one. Ask if they read it.

Let them know about the worship associate book (in the mailbox bookcase) that has order of service worksheets, sample chalice lightings, etc.

Let them know that the UUA website has resources for doing services.

Stay in contact with the lay leader and make sure they are progressing.

If the person doing the service wants a non-traditional seating arrangement, it is best to set up the sanctuary on Saturday rather than try to do it on Sunday morning. Work with the lay leader about getting a key to set it up on Saturday and assist with set up if you can.

On the morning of the service:

Arrive by 10:00 a.m. on Sunday morning. From 10:00 to 10:30 a.m., do last-minute arrangements and coordination.

Make sure there is someone to usher and to make and clean up after coffee. If these chores aren't covered, press people who are already there into doing them. If no one is willing to make and clean up after coffee, there simply won't be coffee that morning.

See that the bell is rung twice at 10:28 a.m. for a two-minute warning, and then once at 10:30 for the start of the service. The service should start promptly after the 10:30 a.m. bell-ringing.

Participate in the service as requested by the lay leader.

After the service:

Help tidy up the sanctuary and make sure the hymnals are returned to the bookcase.

Make sure an usher is lined up for the next Sunday. Sign-up sheet should be at the visitor's table. If there is no apparent usher for next Sunday, contact Steve Scott, who is coordinating ushers for Summer 2013.