



QUUF Guest Speaker & Worship Associate Handbook

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QUUF Guest Speaker & Worship Associate Handbook

Thank you for volunteering to perform a very special role within our Fellowship. Our Guest Speakers and Worship Associates play a vital part in creating the very special community we all value so much.

It's become a tradition for us to feature our own QUUF members as Guest Speakers during our Summer Series, and much of this handbook was created with them in mind. However, we hope that others will find this material useful, including:

- QUUF Worship Associates who serve during the summer and the rest of the church year
- Other guest speakers and QUUF members who host and assist them

In the following pages, we have provided you with information, instructions, checklists, resources, and tips for successfully planning and presenting a Sunday service at QUUF. As we grow as a community and into our new spaces, this material will be updated. We also welcome your input and feedback. Please let us know if you have questions or suggestions.

Thank you for your service to our Fellowship!

Bruce Bode, QUUF Minister
Robin Ditzler, QUUF Sunday Services Committee Chair

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QUUF Guest Speaker & Worship Associate Handbook

Table of Contents

| <u>Topic</u> | <u>Page</u> |
|--|-------------|
| QUUF Summer Series: | |
| - Guest Speaker Roles & Responsibilities | 4 |
| - Worship Associate Roles & Responsibilities | 6 |
| Planning Checklists for Guest Speakers | 8 |
| Planning Tips for Guest Speakers | 9 |
| Typical Order of Service | 10 |
| Notes and Instructions for Sunday Services | 11 |
| Sunday Service Script Template | 16 |
| Resources for Services | 19 |

QUUF Summer Series Guest Speaker Roles & Responsibilities

Prior to the beginning of our Summer Series, each Guest Speaker will be paired with a Worship Associate. Each of these Guest Speakers will decide on their topic/theme and is responsible for developing and delivering the “sermon” portion of the service. Each Speaker will also decide how much of the “rest of the service” they want to personally create (i.e. *the content*) and deliver (*during the service*), vs. how much they would like to “delegate” to the Worship Associate.

The **role** of the Guest Speaker during our Summer Series (1 service @ 10:00 am) includes the following:

- Decide what you want to talk about (the “sermon”). This is pretty open, but we ask that you:
 - Speak from your heart
 - Don’t make it a “lecture,” but a personal take on your topic
- Decide what other parts of the service you would like to personally create and/or present, and what parts you would like your paired Worship Associate (or even others) to handle; for example:
 - Do you want to choose the readings and present them, or
 - Do you want to choose the readings and have them presented by your Worship Associate?
 - Do you want to choose all of your own music, or do you want Marj to make the selections, once you’ve decided on your topic/theme? (Note: even if you choose the former, please work with Marj on what you are planning to do...)
 - Do you want to handle the opening/closing of the service (and any of the parts in between), or do you want the Worship Associate to do some/all of these parts (other than the sermon)?
- Decide (with your Worship Associate) how much help you need in making the arrangements for your service (music, sound, other logistics)
- Make sure the details of your service get to the Office in time for them to complete the Order of Service (see responsibilities, below)

The **responsibilities** of the Guest Speaker during our Summer Series may include:

- Check in with their Worship Associate in May (or sooner) to decide how the two will work together
- Decide who’s doing what, both before and during the service, and what’s required in advance to make any special arrangements (see the checklists in this Handbook for details)

- At minimum, develop and plan to deliver the “sermon” portion of the service. This typically runs from 15-25 minutes, depending on what else you have planned
- Check in with the Worship Associate 1-2 weeks before the scheduled service date, just to make sure everything is on track and all of the elements of the service are covered, such as:
 - Deadline and inputs for the Order of Service (see below)
 - Final selection of readings, music, and other elements
 - Any other special arrangements required
- Also about 1-2 weeks before the service, decide on the use of the microphone (wireless vs. pulpit mic):
 - The wireless mic can be convenient for some, but complicated for others, as it needs to be muted/unmuted several times during the service
 - The pulpit mic might be more convenient for some, but the speaker must speak into it properly to be heard
 - If the wireless is chosen, arrange with the sound technicians to try on and practice with the mic *before* the service (this can be done 30-45 minutes before your service begins)
- Work with their Worship Associate to practice or rehearse the planned service, as needed
- ***Provide all of the information needed for the Order of Service to the Office no later than the Tuesday morning before your scheduled Sunday;*** that will allow the Office (Deborah, Alice) time to ask any questions and make final edits before their publication deadline
- Enjoy the experience of being up in the pulpit, delivering your message to our QUUF Fellowship!

QUUF Summer Series Worship Associate Roles & Responsibilities

Prior to the beginning of our Summer Series, each Guest Speaker will be paired with a Worship Associate. Each of these Guest Speakers will decide on their topic/theme and is responsible for developing and delivering the “sermon” portion of the service. Each Speaker will also decide how much of the “rest of the service” they want to personally create (i.e. *the content*) and deliver (*during the service*), vs. how much they would like to “delegate” to the Worship Associate.

The **role** of the Worship Associate during our Summer Series (1 service @ 10:00 am) includes the following:

- Work, as needed, with your paired Guest Speaker to help plan the elements, order, and flow of the service prior to your scheduled Sunday
- Help, as needed, your paired Guest Speaker to arrange for:
 - music (with the Choir Director)
 - sound/equipment requirements (with the Office or the Sound crew)
 - other logistics for the service (with the Office)
 - completion of the Order of Service (with the Office) for your Sunday
- *Help keep your paired Guest Speaker on track and on schedule to prepare and present a good Sunday service experience for our Fellowship*

The **responsibilities** of the Worship Associate during our Summer Series may include:

- Check in with their Speaker in May (or sooner) to find out what the Speaker has planned and how they would like to work together
- If needed, point their Speaker to the available resources (this handbook, hymnals, other reference materials), help brainstorm additional ideas, or help contact Marj (for music), Sarah Hull (for Sound), or Nancy Richards (for Flowers, only if something special is required), etc.
- If needed, work with their Speaker to develop a script template that collates all of the elements of the service, including “who’s doing what”
- Be the first go-to person for their Speaker, in the event they have questions or a last-minute issue with their service; if more help is needed, contact Robin Ditzler or Linda Little
- Check in with their Speaker 1-2 weeks before their scheduled service date, just to make sure everything is on track and all of the elements of their planned service are covered, such as:
 - Deadline and inputs for the Order of Service
 - Final selection of readings, music, and other elements of their service
 - Any other special arrangements required

- Also about 1-2 weeks before the service, have a discussion with the speaker about use of the microphone (wireless vs. pulpit mic):
 - The wireless mic can be convenient for some, but complicated for others, as it needs to be muted/unmuted several times during the service
 - The pulpit mic might be more convenient for some, but the speaker must speak into it properly to be heard
 - If the wireless is chosen, arrange with the speaker (and the sound technicians) to try on and practice with the mic *before* their service
- Work with their Speaker to practice or rehearse the planned service, as needed
- On the scheduled Sunday, present any parts of the service (other than the “sermon”) that the Speaker does not plan to do him/herself

PLANNING CHECKLIST FOR GUEST SPEAKERS

The following is a list of planning decisions that guest speakers at QUUF need to make in preparing for their service. For our Summer Speakers who are meeting with Bruce Bode prior to your serve, **we recommend that you go through this list before and during your session with him.**

Sunday Service Worship Associate*:

**Each QUUF Summer Speaker will be paired with a Worship Associate for planning their service; they can then decide who does what during the service*

Have/Need a Worship Associate? (Name: _____)

Microphone Use

Wireless Mic? Pulpit Mic? Need other microphones or equipment?

Quotation(s) for Order of Service (optional – typically 2-8 lines):

Yes? No?

Chalice Reading:

Have your own? Wish to see examples?

Chalice Lighter:

Find your own? Have Worship Associate select?

Opening Words:

Have your own? Wish to see examples?

Responsive Reading (Optional):

Have your own? Wish to see examples?

Hymns:

Choose your own? Have Choir Director choose?

Reading:

Have your own? Would like suggestions?

Prelude/Special Music: (If you are planning to have this)

Will find yourself? Want Choir Director to find?

Spoken Benediction:

Have your own? Wish to see examples?

Extinguishing of Chalice (spoken words):

Have your own? Wish to see examples?

Printed sermon for web (following your service):

If you wish to have a print version of your sermon on the QUUF website, please email *your final version* to Candy Drollinger at candydrollinger@gmail.com.

SOME PLANNING TIPS FOR GUEST SPEAKERS

Here are a few things to think about as you prepare for your service. This list was prepared with our QUUF Summer Speakers in mind. You may want to talk through this list with your Worship Associate.

Work with your Worship Associate *before and during* your service

Your Worship Associate is both a planning and presentation resource for you to draw on as you prepare for your service. The two of you can decide both the flow and details of your service, who is going to do what parts of the service, as well as make sure your needs are communicated to the right people (Choir Director, Office, Sunday Services Committee, etc.)

Parts of the service are “optional,” and others are not...

- Optional: things like the Prelude, Joys and Sorrows, A Time for All Ages, etc.
- Not optional: Lighting/Extinguishing the Chalice, collecting the Offering

Plan for any special sound requirements for your service

If you need to use something other than our standard microphones (such as special music on a CD, for instance), please let us know in advance. Please notify the Sound group (via Sarah Hull) what you are planning or need

Think about how you need to “rehearse” your service

You may just have a verbal “run through” with your worship associate (using the script you’ve prepared together); or, if you’re planning something more complex (say, with special music or other special presentation), it may be best to schedule an actual rehearsal in the Sanctuary.

If you decide to rehearse in the Sanctuary:

- Make sure you reserve the time with Deb in the office
- Think about whether you need to test any sound equipment; this may not be necessary if you’re just using the standard microphone set-up

Please get your info for the Order of Service to the Office on time

- The deadline is the Tuesday morning prior to your scheduled Sunday (earlier is OK!)

Plan to show up early for your service

Please plan to be at the Sanctuary about 45 minutes prior to the beginning of your service. This will allow time for you to be “wired up” with the wireless microphone or make any other final preparations.

Still have questions?

If you’re feeling stuck, or you’re not sure about how to proceed, please let us know.

- For routine questions about the Sanctuary logistics or the Order of Service, contact the Office (quuf@olympus.net): Deborah Carroll, Office Administrator, or Alice King, Office Assistant
- For other questions about planning your service (or about the material in this handbook), contact Robin Ditzler, QUUF Sunday Services Chair, at robinrrd@aol.com or 360-437-0792, or Linda Little at lfiddle@gmail.com or 360-385-7459. (Contact between April 28 and August 28, 2011, while Bruce is away on his summer break/sabbatical.)

TYPICAL ORDER OF SERVICE

Opening Chime (sounds three times to begin service)

Prelude (optional)

Lighting the Chalice (congregation in unison)

* **Gathering Song**

* **Opening Words/Call to Worship**

Musical Response

Responsive Reading

* **Hymn**

A Time for All Ages (optional) & **Singing Out of Children**

Congregational Announcements

Welcoming of Visitors

Offering & Offertory

Joys and Sorrows (optional)

Period of Silence & Musical Response

Reading

Special Music

Sermon

Moment of Reflection

* **Closing Hymn**

* **Spoken Benediction & Extinguishing the Chalice**

* **Closing Song**

(* Congregation stands as they are willing and able)

Notes and Instructions for Sunday Services (Guest Speakers and Worship Associates)

(Revised – 4/14/2011)

NOTE: The Guest Speaker and Sunday Service Worship Associate will need to determine between them who will be responsible for the various elements of the service. The notes below are descriptions of how I normally conduct a typical service. Use it as it fits you and your service. Specific wording possibilities for various elements of the service (Call to Worship, Chalice Lighting, Benediction, etc.), are found in “Resources for Services”. – Bruce

Typical Order of Service

(Just prior to the service, check to see that the Chalice is ready to be lit. That is, a lit candle should be in the bowl used for Joys and Sorrows. *Also, find a family or an individual to light the chalice (or do so yourself).* Chalice lighters should come up on the Chancel *before* the Opening Chime. Then, right before the service begins, check to see that the pianist is ready to go and that the Chalice Lighter(s) are in place standing on the Chancel behind the Chalice.)

Opening Chime: At 9:15/10:00/11:15, strike the bowl three times with the small mallet. *Before* leading the words for the lighting of the chalice, ask persons to check their cell phones. I’ve been saying something like this:

“As we leave the activity of our everyday world, would you please take a moment to check that your cell phone is silenced so as not to disturb the quality of this time that is set apart for individual reflection and community sharing. [pause] Thank you. And now would you please join me in the words for the lighting of our chalice found in your Order of Service.”

Prelude (Optional): (Note: If there is a Prelude, you may want to have the Opening Chime *before* the Prelude. If there is not a Prelude, go directly to Chalice Lighting.)

Lighting the Chalice: Here are the words I typically use:

“And now would you please join me in the words for the lighting of our Chalice; the words are found in your Order of Service.”

After the words (printed in the Order of Service; see “Resources for Services” for some options) are spoken in unison by the congregation, the Chalice lighter(s) should take the lit candle from the Joys and Sorrows bowl and light the Chalice. They then replace the candle (still lit) back into the bowl. The Chalice lighters *should remain standing where they are* until the congregation stands to sing the Gathering Song, during which the Chalice lighters return to their seats.

* **Gathering Song:** (Music Director or Song Leader typically leads this.) Stay at the pulpit during the Gathering Song, but don’t sing with the wireless microphone on. (If you want to sing, put the wireless mic on neutral.)

* **Opening Words/Call to Worship:** Give the Opening Words/Call to Worship *immediately* after the Gathering Song concludes and while congregation is still standing. Any hesitation here and some people will begin to sit too soon. (See “Resources for Services” for suggestions, or you can supply your own.)

Musical Response: This is a piano response to the Opening Words during which the congregation is seated. You may need to motion for them to be seated.

Responsive Reading: I usually print the Responsive Reading in the Order of Service and simply refer the congregation to it by saying:

“Please join me in the Responsive Reading found in your Order of Service.”

Other times I may want to say something about the Responsive Reading – e.g., who wrote it, why it was chosen for the service, etc.

* **Hymn:** I usually announce this opening hymn immediately following the Responsive Reading, but it’s up to you. Again, you may want to say something about the hymn – e.g., why it was chosen, who composed it, etc. – but typically, I don’t.

A Time for All Ages: If you are doing the Time for All Ages, invite the children to come forward (on the Chancel steps) for the story or message. I usually aim for between 2-5 minutes; afterwards, ask the congregation to form an arch and sing the children out on their way to their classes. If the speaker is doing this, the Worship Associate can assist as needed.

If there is no Time for All Ages, the children will be sung out at the end of the first hymn. (Note: we typically do *not* have A Time for All Ages during the summer 10:00 services; however, this is an option for those planning summer services.)

Congregational Announcements (Updated): Most of our announcements are printed in the Order of Service or in our weekly (Friday) email updates. For announcements from the pulpit during your service, please only use those that come to you directly from the Office (Deborah, Alice, or Kathy). For the rare, last-minute announcements, it’s OK if they come to you from Bruce, Kathy, or Robin. If anyone else asks you to make an announcement, please ask them to submit their request to the Office, and they will decide how to handle it.

For our Summer Speakers, please be sure to announce who the next Sunday’s speaker will be; remember, you are part of a Summer Series!

Welcoming of Visitors (Updated): Invite visitors to introduce themselves (just their name and where they're from). We have been taking the microphone into the congregation and asking visitors to use it so that everyone can hear. (NOTE: I usually go first to one side, then the other; the Worship Associate can help here.) I typically say something like this:

*Now, I'd like to recognize and welcome those of you who may be visiting with us for the first or second time, and, I invite you, if you are comfortable doing so, to briefly introduce yourself to us. Please raise your hand, and we will bring you a microphone. **Please just give us your name and where you are from, so that we may greet you. We'll have more time to talk with you during our coffee hour following the service***"

After all the visitors have introduced themselves, invite them to join us for refreshments immediately following the service in the Fellowship Hall.

Offering & Offertory: The giving and receiving of the Offering takes place immediately after the introduction of visitors and guests. I usually say something like the following to introduce the Offering (during the regular church year, Sept through mid-June):

"On the second and fourth Sundays of each month, our offerings are taken for the support of other organizations, selected by our Designated Offering Committee, that are doing work in our community and world that we value and want to support. Our offering this Sunday will be for ___[name]_____, an organization that ___[very brief description]____." (See bulletin for details.)

If it is not the 2nd or 4th Sunday (during the regular church year), and the offering is not to be given away, I say something like:

"On the second and fourth Sundays of each month, our offerings are taken for the support of other organizations that are doing work in our community and world that we value and want to support. This Sunday, however, our offering is taken for the support of this Fellowship, its programs, staff, and facilities. That offering will now be received."

During the summer months, the offering is collected solely for QUUF, and I might say something like:

"Freely have we received of gifts that minister to our needs of body and spirit. Gladly we bring to our Fellowship and its wide concerns a portion of this bounty. Our offering for the support of the programs, staff, and facilities of this Fellowship will now be received." (Arthur Foote II)

After these words, the ushers will come forward to begin collecting the Offering, and you can sit down until they have left the Sanctuary and the music stops.

Joys and Sorrows (Updated): This is where we invite members of the congregation to share personal joys and sorrows, which they do by either by lighting a candle or selecting a stone and saying a few words, or simply by lighting a candle. Use the hand-held microphone for this. (See a Sound Person to learn how to use this microphone.) As persons come forward to share a joy or concern, I usually hand them the microphone and hold the basket containing the candles and stones. Stay close to the speaker and assist persons as needed. Here's what I typically say for this part of the service:

"We gather as a religious community not only to share common events and concerns in which all of us participate, but also to bring to our Fellowship our individual joys and sorrows of a personal nature.

"If you have a significant personal joy to share, and you have not been up here lately, I invite you to come forward, give your name, light a candle or select a stone to represent it, and say just a brief word about it if you wish. And, following that, there will be a like opportunity for the sharing of personal sorrows.

"Is there anyone with a personal joy to share? (Then later: Are there any personal sorrows to be shared this morning?)"

When there are no more persons who wish to share, light one final candle for the Unexpressed Joys and Concerns:

"I light this final candle for unspoken joys and sorrows."

And then immediately invite people into a period of Silent Meditation:

"Let us be together in a time of silence, holding in our hearts these sorrows and joys."

(You may sit down during this time.)

Period of Silence & Musical Response: The Period of Silence has usually been about a minute in length – hopefully longer. You need to work out with the pianist if you are going to signal him/her for ending the silence. The Period of Silence concludes with a musical piece, played or sung.

Reading: This is probably read by the Guest Speaker.

Special Music: This is usually not introduced; you can be seated and enjoy the music.

(Note for our Summer Speakers/Worship Associates): You should decide ahead of time if the Worship Associate will introduce the Speaker; if so, this may be during the Congregational Announcements, or at some other time before the Speaker approaches the pulpit.

Sermon: This is done by the Guest Speaker. I usually take the seat of the Guest Speaker at this time, or at least sit in the congregation. (At this time, the acoustics on the chancel are a work in progress and it may be hard to hear the speaker; the Guest Speaker and Worship Associate can decide how to do this ahead of time.)

Moment of Reflection: Following the sermon, both the Guest Speaker and Worship Associate return to their seats for a brief time of reflection with music. The pianist will play a meditative piece that leads into the closing hymn; thus, there is no need to announce the hymn.

* **Closing Hymn:** This is not announced. The Choir Director or Song Leader will get up and gesture for the congregation to stand as they are able. *Make sure you put your wireless mic on stand-by if you plan to sing...*

* **Spoken Benediction & Extinguishing the Chalice:** As the Closing Hymn is ending, come to the pulpit and give benediction while congregation is still standing. *Again, don't wait long here or there will be confusion.* (See "Resources for Services" for suggested words for the Benediction.)

Following the Benediction, give the words for Extinguishing the Chalice:

*"We extinguish this flame,
But not the light of truth,
The warmth of community,
Or the fire of commitment.
These we carry in our hearts
Until we are together again."*

After the words are spoken, extinguish the chalice flame with the extinguisher (it should also be on the stand). Then, as the Closing Song is beginning, I (in your case, the Worship Associate) usually walk up the center aisle with the Guest Speaker. This enables the Speaker to greet people in the Foyer as they exit the Sanctuary. However, you may feel more comfortable doing the last part of the service a different way.

* **Closing Song:** The Choir Director/Song Leader will initiate this; the congregation sings while you (Guest Speaker, Worship Associate) exit.

QUUF Sunday Service Outline Script Template

Note to Guest Speakers and Worship Associates: what follows here is an outline, in order, of the typical elements of a QUUF Sunday Service. You can use this document as a template to plan and fill in your chosen service elements, so that you can work from one combined document up at the pulpit.

Feel free to change this document to meet your needs, as well as add notes and instructions for yourself. Please see “Notes for Sunday Services” and “Resources for Services” for instructions and content suggestions.

(Keep in mind that many of these elements are optional, with a few noted exceptions.)

One more note about the microphone: *the following assumes the Speaker is using the wireless mic; if you choose not to use it, then you can remove/ignore those references. Just remember to step away from the pulpit mic during the hymns!*

Opening Chime

[Ask people to turn off their cell phones, etc. (See Bruce’s suggestions...)]

Please join me in the words for the lighting of our chalice...

Prelude [Title here if desired]

Lighting the Chalice (Not Optional)

[Enter your reading/passage here]

***Gathering Song** (Mute your microphone)

[Enter the words here, for your convenience]

***Opening Words/Call to Worship** (Turn on mic, start speaking immediately after music)

[Enter words here]

Please be seated...

Musical response (by pianist)

Responsive Reading

Please join me in our responsive reading, found in your Order of Service...

[Enter words here, or refer to your Order of Service]

***Opening Hymn**

*Our opening hymn is #123 in your [gray/blue] hymnal. (Mute your mic during the hymn)
Please be seated...*

Time for All Ages/Singing Out the Children (Optional...If you are doing this...)

Will the children please come up? [Your notes/reading here for this section]

[Afterwards:] Will you please form an arch as we sing the children out...

Congregational Announcements (Turn on mic)

[Enter spoken announcements here, if you are doing them...]

[Please also announce next Sunday's speaker/service, taken from the Order of Service]

Welcoming of Visitors

*Now, I'd like to recognize and welcome those of you who may be visiting with us for the first or second time, and, I invite you, if you are comfortable doing so, to briefly introduce yourself to us. Please raise your hand, and we will bring you a microphone. **Please just give us your name and where you are from, so that we may greet you. We'll have more time to talk with you during our coffee hour following the service**".*

[Have Worship Associate or some other person hand visitors a microphone.]

Please join us after the service for coffee, tea, and conversation out in the Fellowship Hall/Foyer.]

Offering & Offertory (Not optional...please don't forget this!)

We will now accept our offering [or other words, if you prefer] (Mute the mic and have a seat during the offering.)

Joys and Sorrows (Optional; after you see offering is over, stand up and turn on mic)

[Insert words here]

Period of Silence & Musical Response (following Joys and Sorrows)

Now let us be together in a time of silence... (Mute mic and sit down; after about a minute, pianist will play and you can stand and turn the mic back on...)

Reading

[Enter your text here, if you're doing a reading...]

Special Music (if you're doing this, mute your mic and have a seat)

Sermon (Turn on your mic as you stand back up)

[Enter your sermon text here...]

***Closing Hymn**

(Mute your mic during the hymn!)

***Spoken Benediction** (Turn on mic – speak immediately after hymn -- while people are still standing)

[Enter text here]

***Extinguishing the Chalice (Not Optional)** (people are still standing)

[Enter text here]

***Closing Song** (Led by Choir Director/Song Leader) (Turn off your mic); during song, the Guest Speaker and Worship Associate can walk up the aisle to the Foyer, so you can greet people as they exit after the closing song...If you've planned some alternative end to the service, insert it here.

* Congregation stands as they are willing and able

A Few Tips That Have Worked for Others:

- Print out your script (or notes in other formats) in a large (16pt) font, 1½ or double-spaced; this will be easier to read...
- Remember to number your pages
- Print single-side only; that way, you can just slide the pages from left to right as you read them; this is less distracting to the audience than turning pages in a binder
- You may want to practice handling and reading your pages from up in the pulpit *prior* to your service, just so you get the feel of it ahead of time; if some other format works for you, go ahead and adjust as needed...

RESOURCES FOR SERVICES

Lighting the Chalice (Possible words to include in the Order of Service)

We are travelers. We meet for a moment in this sacred place to love, to share, to serve. Let us use compassion, curiosity, reverence, and respect while seeking our truths. In this way we will support a just and joyful community, and this moment shall endure. We drink from wells we did not dig.

(QUUF Covenant Statement)

We have been warmed by fires we did not build.
We light this chalice in thanksgiving
For those who have passed their light to us.

We are here to abet creation and to witness to it,
To notice each other's beautiful face and complex nature
So that creation need not play to an empty house.

(Annie Dillard)

May this flame,
symbol of transformation since time began,
fire our curiosity,
strengthen our wills,
and sustain our courage
as we seek what is good within and around us.

(from Candy Drollinger)

We gather this hour as people of faith
With joys and sorrows, gifts and needs.
We light this beacon of hope,
Sign of our quest for truth and meaning,
In celebration of the life we share together.

(Christine Robinson)

At times our own light goes out,
And is rekindled by a spark from another person.
Each of us has cause to think with deep gratitude
Of those who have lighted the flame within us.

(Albert Schweitzer)

We come together this Sunday
To renew our faith in the holiness, goodness and beauty of life;
To reaffirm the way of the open mind and the full heart;
To reclaim the vision of an earth more fair, with all her people one.

(Lighting the Chalice, continued...)

With deep gratitude for all who have kept burning the flame
Which lights our path, we kindle our chalice.
We remember thus in love the long pilgrimage of those living and dead
Who have in faith and hope guided our way.

Though our knowledge is incomplete,
Our truth partial,
And our love imperfect,
We believe that new light is ever waiting
To break into our hearts and minds,
To enlighten our common path,
That there is mutual strength in willing cooperation,
And that the bonds of love keep open the gates of freedom.

Opening Words/Call to Worship

This is a new day that has been given unto us,
Let us then rejoice in it and be glad.
And let us count our many blessings:
Let us be grateful for the incredible gift of life,
And for the capacity to see, to feel, to hear, and to understand.
Let us be grateful for this time of fellowship, for work to do, and service to render.
And let us then be especially grateful for the ties of love that bind us together,
giving dignity, meaning, worth, and joy to all our days.

(Duncan Littlefair, adapted)

Holy and beautiful is the custom by which we gather together on this Sunday morning.
Here we come to give our thanks, to face our ideals, to remember our loved ones, to seek that
which is permanent, and to serve integrity, beauty, and the qualities of life that make it rich and
whole. Through this hour breathes the worship of all ages, the cathedral music of all history;
blessed are the ears that hear that eternal sound.

O Spinner, Weaver, of our lives,
Your loom is love.
May we who are gathered here
be empowered by that love
to weave new patterns of Truth
and Justice into a web of life
that is strong, beautiful, and everlasting. (Barbara Wells Ten Hove)

Joys And Sorrows

Invitation: *We gather as a religious community not only to share common events and concerns in which all of us participate, but also to bring to our Fellowship our individual joys and sorrows of a personal nature.*

If you have a significant personal joy to share, and you have not been up here lately, I invite you to come forward, give your name, light a candle or select a stone to represent it, and say just a brief word about it if you wish. And, following that, there will be a like opportunity for the sharing of personal sorrows.

Is there anyone with a personal joy to share? (Then later: Are there any personal sorrows to be shared this morning?)

Candle for Unexpressed Concerns (after all who wish to light a candle or select a stone have done so): I light this final candle for joys and sorrows not expressed publicly this morning, and for thoughts and feelings perhaps too deep or tender to be put into words or expressed in a public way.

Introducing Period of Silence (after lighting candle): Now let us be together in a time of silence, holding in our hearts these sorrows and joys.

Welcoming Visitors & Guests

*Now, I'd like to recognize and welcome those of you who may be visiting with us for the first or second time, and, I invite you, if you are comfortable doing so, to briefly introduce yourself to us. Please raise your hand, and we will bring you a microphone. **Please just give us your name and where you are from, so that we may greet you. We'll have more time to talk with you during our coffee hour following the service***

Invitation to Coffee Hour

Following the service you are invited to our social hour in our Fellowship Hall, with coffee and tea and an opportunity to get to know us a little better.

Introducing Offering

Freely have we received of gifts that minister to our needs of body and spirit. Gladly we bring to our Fellowship and its wide concerns a portion of this bounty. Our Offering will now be received. (Arthur Foote II), **OR:**

We are a generous community, and we appreciate all who support our Fellowship. Our Offering will now be received.

Benedictions

May the love that gives to life its beauty,
the reverence that gives to life its sacredness,
and the purposes that give to life its deep significance
be strong within each of us
and lead us into ever deepening relationships with all of life.

(George G. Brooks)

There is, finally, only one thing required of us: that is, to take life whole, the sunlight and shadows together; to live the life that is given us with courage and humor and truth. We have such a little moment out of the vastness of time for all our wondering and loving. Therefore, let there be no half-heartedness; rather, let the soul be ardent in its pain, in its yearning, in its praise. Then shall peace enfold our days, and glory shall not fade from our lives.

(Kendyl R. Gibbons)

Now may peace be in our hearts,
and understanding in our minds,
may courage steel our wills,
and the love of truth forever guide us. Amen.

May the Love which overcomes all differences,
Which heals all wounds,
Which puts to flight all fears,
Which reconciles all who are separated,
Be in us and among us,
Now and always. Amen.

(Frederick E. Gillis)

May the peace of God which surpasses all human understanding,
The strength of God which sustains us,
And the love of God which binds us together,
Be with us, now and forever. Amen.

Cheered by our community,
Blessed by our covenant,
Uplifted in mind,
And renewed in spirit,
Go forth with courage and in peace
To meet the days to come. Amen.

(Burton D. Carley)

Now may the love of truth guide you,
The warmth of love hold you,
And the spirit of peace bless you,
This day and in the days to come. Amen.

(Jane Mauldin)

And now may the blessings of life be upon us.
May the memories we gather here give us hope for the future.
May the love share strength us
And bring joy to our hearts,
This day and forever. Amen.

(Adapted from Gary Kowalski)

And now may faith sustain us,
hope inspire us,
love surround us,
and joy fill us
as we go our separate ways,
knowing that we will gather again
in this beloved community.

(Jim Wickman, adapted)

We clasp the hands of those that go before us,
and the hands of those who come after us.
We enter the little circle of each other's arms,
and the larger circle of lovers, whose hands are joined in a dance,
and the larger circle of all creatures, passing in and out of life,
who move also in a dance,
to a music so subtle and vast that no ear hears it except in fragments.

(Wendell Berry)

And now may the faith we nourish here
And the memories we gather here
Give us hope for the future.
May the love that we share
And the companionship we feel
Strengthen us and bring joy to our hearts.
And may the blessings of our fellowship rest upon us,
This day and forevermore. Amen.

Love is the doctrine of this church,
and service its law.
This is our great covenant:
To dwell together in peace,
To seek the truth in love,
And to help one another.

(James Vila Blake)

Love is the doctrine of this church,
The quest of truth is its sacrament,
And service is its prayer.
To dwell together in peace,
To seek knowledge in freedom,
To serve human need,
To the end that all souls shall grow into harmony with the Divine –
Thus do we covenant with each other and with God.

(Arranged by L. Griswold Williams)

Words for Extinguishing of Chalice

We extinguish this flame,
But not the light of truth,
The warmth of community,
Or the fire of commitment.
These we carry in our hearts
Until we are together again.

Gathering Songs & Closing Songs for Order of Service (In order of usage), 2010-2011

Note: #s shown refer to the hymn # in our gray (<#1000) or teal (>#1000) hymnals

Gathering Songs

1. Come, Sing a Song with Me – #346 (first verse) – Sept. 12-Oct. 17
2. Gathered Here in the Mystery of the Hour – #301 – Oct. 24-Nov. 14
3. We Give Thanks – #1010 – Nov. 21-Dec. 26
4. Enter, Rejoice, and Come In – #361 – Jan. 2-Feb. 13
5. Edelweiss – Feb. 20-Mar. 20
6. To See the World – #398 – Mar. 27-Apr. 17
7. Morning Has Broken – #38 (first verse) – Ap. 24-May 15
8. O, What a Beautiful Morning – May 22-June 12

Closing Songs

1. Break Not the Circle – #323 – Sept. 12-Oct. 17
2. May Your Life Be as a Song – #1059 – Oct. 24-Nov. 14
3. Dona Nobis Pacem – #388 – Nov. 21-Dec. 26
4. Shalom Havayreem – #400 – Jan. 2-Feb. 13
5. From You I Receive – #402 – (sing twice) Feb. 20-Mar. 20
6. Szekely Blessing – #1043 – Mar. 27-Apr. 17
7. I Know This Rose Will Open – #396 – Ap. 24-May 15
8. Spirit of Life – #123 – May 22-June 12