

# First Unitarian Universalist Society of Albany

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## *A Welcoming Congregation*

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Greetings!

We are pleased that you have agreed to be service leader. Enclosed is information you need to prepare, including a list of roles and responsibilities and a copy of the service leader script. Please be sure to call Rev. Sam two weeks prior to the service, or as soon as you get this letter to decide how to handle the call to celebration and to make any other planning decisions.

Carefully review the checklist and the service script carefully prior to the Sunday service so that you will be well prepared to perform your role.

If you have any questions, please email or call the chair of the Religious Services Committee, Irene Saulsbery ([ifsaul@yahoo.com](mailto:ifsaul@yahoo.com); 588-6544.)

Sincerely,

Irene Saulsbery

Irene Saulsbery and RSC committee:

Fred Boreali, Matt Edwards, Don Odell, Peter Meixner, Mark Yolles,  
Rev. Sam Trumbore

## ***SERVICE LEADER PREPARATION PAGES*** **General Roles and Responsibilities of a Service Leader**

Please contact the minister or guest at least two weeks in advance of the Service to begin to plan / assist in preparation for the service. This assistance may include selection of hymns or other music, a story for all ages, or readings. If you would like to participate in the ministry, you are encouraged to come up with the Call to Celebration - you can either write a couple of paragraphs tying your own experience to the sermon topic, find a poem/ paragraph, or find something in the readings at the back of the hymnal. Note: This must be limited to 2 minutes - time it beforehand. If you prefer, Sam will choose the words for you to read.

The way to start is to phone Rev. Sam (463-7135) and talk it through with him. Remember, you are an integral part of the Service.

Your tasks:

- 15 minutes before the Service go over the Order of Service with Rev. Sam, ensuring that each knows the timing and their duties during the Service.
- Promptly respond to e-mails and requests from the Religious Services Chair or Rev. Sam relating to Service Leader duties and dates for service.
- If you find that you are unable to be the Service Leader on a day assigned, it is your responsibility to find a replacement. After you have done so, notify the Religious Services Chair and Dave Stone in the office immediately telling us who will be your replacement. The RSC chair Sigrin Newell can email you a list of trained service leaders (ifsaul@yahoo.com)

### **SUNDAY CHECKLIST**

1. Arrive at the church at least 15 minutes before the service. Let the minister know you are there.
2. Check to see who the Chalice lighter will be and read over the child's bio. (This should be in a folder outside of RE window. If no one is scheduled, try to recruit someone!).
3. Light a candle from which the Chalice will be lit.
4. Be sure there's a glass of water on the pulpit for the minister.
5. Be sure the PA system is on and ready - Dave Stone will take care of this - just check it. If it's not on, find Dave for help.
6. Find out the name of the front and balcony ushers and write them in your script.
7. Review plans for the service with the minister.
8. Be sure you have a hymnal/s available when you return to a seat in the pews - you may be able to share with the announcer.
9. Review the order of service. Be sure you see where to stop to let latecomers in.

## SUNDAY SERVICE SCRIPT

### *SUNDAY SERVICE SCRIPT* (with Sam in the pulpit)

**Announcer:** This ends the announcements. As late arrivals are taking their seats, please turn and greet your neighbors.

*Pause after Community Greeting.*

*Wait until all late arrivals are seated. Do not begin until all are quiet.*

**Announcer:** The service will now begin.

**Second Ringing of the Chime** -- **Sam** rings small chime. Chime may need to be rung twice - once to get people to stop chatting, once to signal start.

**Service Leader**

**Call to Celebration** -- Good Morning. My name is \_\_\_\_\_ (and I am a member of \_\_\_\_\_).

We begin with these words:

*Do reading or 2 minute reflection as planned with minister*

**Prelude** – *Music Director*

**Chalice Lighting** - *Sam reads child's bio and service leader assists the child in lighting the chalice.*

**Service Leader**

Welcoming all free seekers of truth and meaning  
We gather to excite the human spirit  
To inspire its growth and development  
To respond morally and ethically to a troubled world  
And to sustain a vital and nurturing religious community.

**Hymn No.** \_\_\_\_ -- **Sam** introduces (*late arrivals are seated*)

**Kids' Time** – *Member of Kids' Time Team or Sam will do this, unless otherwise agreed upon. (Hymn 414 to sing out the children - in Order of Service)*

## Welcoming guests and visitors – **Service Leader**

We enjoy welcoming guests and visitors to our service. If you have brought a guest, or are a visitor and would like to tell us who you are and where you're from, please stand or raise your hand. The usher will bring you a mike.

*(Pause for newcomer introductions)*

*(Read this line only if someone has introduced themselves):*

Thank you and welcome. If you would like to learn more about us, please stop by the Welcoming Table in the front entrance for a short conversation about FUUSA and Unitarian Universalism.

## Joys and Sorrows – **Service Leader/Sam** *(Discuss with Sam how to share this)*

This is the time set aside in our service for sharing personal joys and sorrows in our lives. If you have a joy or sorrow that you would like to remember, please come forward, choose a stone and place it in the bowl on the table. At that time you may also give a copy of your written remembrance to the minister. You will find a card in the back pocket of the hymnal.

If you feel moved to tell us the nature of your joy or sorrow, please wait with the usher at this microphone.

*The usher will manage the microphone. Wait on the stage until that is finished. Sam or Service leader should read the cards which will be passed up by the usher.*

We would like to share the following written joys and sorrows with the congregation.

*(After Joys and Sorrow readings, read the following from the stage and then step down and move one more stone and be seated in the front pew)*

**As I select one more stone on behalf of those Joys and Sorrows that are left unspoken, let us hold all that we've heard and felt in our hearts. *(take a seat unless Sam requests additional assistance)***