

## **Summer Service General Guidelines**

*First, major thanks for taking on a summer service. Over the years, these services have become really important to our congregation. These are general guidelines, and the beauty of summer services is the opportunity to be creative.*

1. Relax – you’re among friends. At times, we do have visitors so please be mindful of abbreviations, references to FUSW, etc., that may need explanation to people who are new.
2. Please contact [pam.fusw@gmail.com](mailto:pam.fusw@gmail.com) if you want to have additional information about your service added to the Summer Information page on our website, [fusw.org/summer-information](http://fusw.org/summer-information), or on the events posted on the First Unitarian Society facebook page. (We do not publish a weekly Scoop email during the summer.)
3. An order of service is nice. You can set it up however you like, or use the standard format below. You can make copies in the office. The Board Member of the Week can let you in before the service if you don’t have an office key yourself. Twenty (20) copies are usually sufficient.
4. It’s a good idea to speak with the Board Member of the Week a day or so before the service to coordinate arrival time and duties, especially unlocking and locking up the building. Please include his/her name in the program. A Greeter or the BMOW will greet people at the door; do the “Board Member of the Week” announcements at the start of the service; and welcome any guests and visitors. He or she will also take the collection and be responsible for the collection money. The BMOW can help check the mics and sound system.
5. Plan to arrive by 10:00 a.m. or earlier. During the summer, refreshments are served before the service. You needn’t go overboard on refreshments. It’s usually juice, lemonade, iced tea, and a light snack. Some people will drift in 20 minutes or so before the service starts (service scheduled from 10:30 to 11:30) and others will linger afterwards. No matter how we’ve scheduled it, people want to gather together – it’s the only opportunity we have during the summer – and it’s considerate to give them the time.
6. You have to set up and take down the chairs. Plan for 35 people. The summer service is informal enough that we often do well in a semi-circle – generally, at least two rows and a center aisle.
7. Worship services from June 17 through September 2 will be for all ages - our 2018-2019 budget does not include funding for childcare during summer services nor a summer childcare coordinator. Please plan for children in worship and use the children's area. Or you may offer childcare by finding two volunteers or by paying two childcare providers. Any childcare offered must be provided by two people who have staff approval, to uphold Safe Congregation practices. Contact Tracy Breneman at [dretracyb@gmail.com](mailto:dretracyb@gmail.com) for a list of our preapproved and experienced childcare providers.
8. You are responsible for cleaning up *everything* in the kitchen. It may be that nobody will use the kitchen until the following Sunday, and leftover food can spoil and/or attract

vermin. Take the garbage home with you or make sure it is *securely* closed in the garbage bin by the street. Please vacuum any visible crumbs or dirt before you leave. The vacuum is in the Sanctuary closet near the light and fan switches.

9. Don't forget that all exit doors and windows must be shut when you leave; check the ladies' room and RE wing doors too – they're often forgotten. Please turn off all lights, except for the ones in the wardrobe area.
10. Have fun!

### **Board Member of the Week, Summer Services**

1. We're now attracting members during the summer months as well, so having a BMOW at these services helps with continuity and community.
2. Please get in touch with the person who is organizing the service so you can coordinate roles. It's important to make yourself available if they need help.
3. The service starts at 10:30 but in the summer we have refreshments before the service, so please open the building by 10:00 a.m. or even 9:45. You are also responsible for closing the building, but you can speak with others to cover that role for you as long as they have a key.
4. If there is no Greeter on Sunday, the BMOW should greet people at the front door and be available to welcome guests and visitors in the service. Visitor forms and blank nametags are in the foyer tables. Children should have nametags too, and be introduced to childcare providers (when available). Completed visitor forms go into Membership mailbox. If there is an interest for RE, please make a copy for the DRE mailbox.
5. The BMOW takes the collection during the service, totals the cash, fills out the deposit report, and leaves cash and checks in the envelope in the office drawer (marked deposits) for Kevin or Sara to complete the process.
6. During the service, please write down the joys and concerns in the leather journal on the bookshelf with the hymnals. If there is a serious concern, please contact Rev Peggy to alert the Pastoral Care Team. We are also checking attendance in the Sanctuary and the number of children in childcare (when available) – the attendance sheet is in Irene Jong's mailbox.
7. The BMOW should make sure any visitors are attended to during coffee hour.

## **Order of Service (Sample)**

1. Date
2. Title
3. Prelude (Music)
4. Welcome and Announcements (Board Member of the Week)
5. Chalice Lighting and Opening Words
6. Candles of Joy and Concern
7. Meditation
8. Music/Song
9. Offertory/Music (Usher)
10. Sermon or Message of the Service
11. Music/Song
12. Personal Sharing
13. Closing Words.
14. Chalice Extinguishing

## Sample Words for The Service

### Call to Service

*Come, let us worship together  
Let us open our minds to the challenge of reason  
Let us open our hearts to the healing of love  
Let us open our lives to the calling of conscience  
Let us open our souls to the comfort of joy*

*Astonished by the miracle of life  
grateful for the gift of fellowship  
confident in the power of living faith  
we are here gathered.*

*come, let us worship together  
- Lindsay Bates*

*We gather this morning in the spirit of thanksgiving  
we give thanks for the fellowship we share  
for the heritage of freedom we claim  
for beauty of earth and sky, and of human creations,  
for love, given and received.*

*Let us make our thanks for these blessings manifest in our speaking and our singing,  
and in the warmth of companionship. Let us say "thanks" to life, loud and clear.  
- Maryell Cleary*

*Into this house of blessed community may we come  
to share  
to learn  
to speak  
to listen  
to grow together in the spirit of peace and harmony and love.  
- Frances Reece Day*

*Welcome all.  
This is a time for coming together. Humanists and theists alike join in wonder at the miracle of nature, and in hopes for peace. We come together to dedicate ourselves to a continuing effort for a better world for all people  
- Bob Kaufmann*

## **Chalice Lighting**

*In the flame from this chalice  
we find the light of faith,  
the glow of hope  
and the warmth of service.  
May we ever grow in faith, hope and service  
as we kindle our own light from its spark.*  
- Wayne Arnason

*We light this chalice to celebrate the love within us, among us, and all around us.*  
- David Herndon

*As others before us have sought to make ordinary times special by lighting a candle,  
We now seek to transform this ordinary time into special and sacred time with the lighting of our  
chalice.*  
- Penny Hackett-Evans

*For every time we make a mistake and we decide to start again,  
we light this chalice  
For every time we are lonely and we let someone be our friend  
we light this chalice  
For every time we are disappointed and we choose to hope  
we light this chalice.*  
- M. Maureen Killoran

## **Personal Sharing**

*This is the time in our service in which we have the opportunity to share a personal joy or  
sorrow in our life. The usher will pass the microphone to you. Please state your name. As you  
speak I will light a candle.*

## **Meditation**

*Let us now take two minutes to reflect on the joys and sorrows that have been shared. During  
our two minutes, I invite you to speak the name of a person, living or dead, whose name deserves  
to be lifted up at this time. Let us now, join together in quiet reflection.*

## **Offertory**

*Freely have we received of gifts that minister to our needs of body and spirit. Gladly we bring to  
our society and its wide concerns a portion of this bounty.*  
- Arthur Foote II

*Let there be an offering to sustain and strengthen this place which is sacred to so many of us, a community of memory and of hope, for we are the keepers of the dream.*  
- Brandoch Lovely

*Every week at this time you are not only given the chance to become current with your pledge, you are graced with the opportunity to make an additional gift.*  
- Jef Gamblee

### **Closing Words**

*We extinguish the flame of the chalice, but not its light. May it illuminate our path of right relationship as we leave today and may it serve to guide, calling us back, when we meet again.*

*The blessing of truth be upon us,  
the power of love direct us and sustain us,  
and may the peace of this community preserve our going out and our coming in,  
from this time forth,  
until we meet again.*

- Duke Gray

*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.*

- Frederick E. Gillis