**Worship Leader Checklist**

**Overview and Checklist**

1. **Select topic for service**
	1. Resources – Soul Matters Theme packets
	2. Personal Inspiration
2. **Secure Worship Associate**
	1. Refer to List of trained WA
3. **Prepare Blurb for featuring in eBeacon, Newsletter, Website**
	1. Due on the 20th of the month before your service.
	2. Two sentences/100 words. Summary/intro of the topic. What questions are you exploring? Consider a “hook” to draw people in
4. **Craft an Order of Service**
	1. See “Crafting the Order of Service”
	2. Work with SFUU Admin to format OOS
	3. Choose graphic for front of OOS
5. **Sunday Morning service**
	1. Decorate Chancel/Altar
	2. The Huddle
		1. 30 minutes before service, huddle w/ WA, Music Director, and anyone else involved in the service.
		2. Go over the OOS so folks know the transitions.
		3. May offer a centering moment of prayer/meditation/breathing.
	3. The Service!

**Crafting an Order of Service specifics**

1. Start with template and service elements
2. Coordinate Music with Music Director
	1. Email at least 3-4 weeks before service with special requests for music
	2. Communicate 2-ish weeks before to settle on music/hymns, etc.
3. Coordinate physical OOS with Administrator
	1. Send blurb by the 20th of the preceding month
	2. Send a picture for the OOS cover
	3. Order of Service (bare bones) due Wednesday before Service
4. Craft your own script
	1. There will be a draft script template available so you can insert your readings/reflections, hymn choices, etc.
	2. Print, 3-hole punch, and put in white worship binder

Service Elements

1. Music for Gathering
2. Welcome\*
3. Prelude
4. Invocation/Chalice lighting
5. Opening Hymn
6. Story for All Ages
7. Singing Children to Class
8. Joys and Sorrows\*
9. Readings
10. Introduce the Offering\*
11. Offertory Music
12. Reflections and/or Sermon
13. Ritual (may not be included, or may replace sermon)
14. Closing Hymn
15. Benediction
16. Closing Words\*

\*these have a standard script, or a few to choose from.

**SFUU Worship Script Template**

GATHERING MUSIC Musician

WELCOME Leader or WA

Good Morning and Welcome

to Sierra Foothills Unitarian Universalists.

I’m \_\_\_\_\_\_, minister/member/chair of X committee of this congregation.

I’m joined by \_\_\_\_, worship associate and Pattiey Leftridge, our music director.

And I am joined by all of you.

You are all welcome here today:

In all the beauty of languages, cultures, and skin tones that come together in your uniqueness, you are welcome here.

In all the ways you experience and express gender,

you are welcome here.

In the beauty that is who you love and how you love,

you are welcome here.

With all the religious and ethical traditions that inform your spiritual life, you are welcome here.

Whether you come feeling whole, feeling broken, or anywhere in between, you are welcome here.

No matter how long you’ve been away,

nor how soon you will return, you are welcome here.

You are invited to join us with an open mind,

a loving heart, and willing hands.

We welcome you today.

I especially welcome newcomers today.

Each Sunday is different here, so please come back a few times to get to know us.

If you have not done so yet, please also fill out a yellow information form so that you can find out more about what’s happening each week here.

And please join us after the service for coffee and conversation.

<insert 1-2 announcements highlights & where they can be found>

Now, let our prelude begin our worship together.

PRELUDE Musician

INVOCATION & CHALICE LIGHTING Leader

I invite X (family/member) up to light the chalice …

We light our chalice with these words from (author)

\*OPENING HYMN

A STORY FOR ALL AGES Leader, WA, or DRE

CHILDRENS’ RECESSIONAL

PASTORAL PRAYER for SORROWS and JOYS Leader

Each Sunday, we set aside time to reflect on the joys and sorrows in our lives, and in the life of this gathered community.

<Prayer/reading here>

<read from the book> *could be woven into prayer*

As we sing our next hymn together quietly from our seats,

(Hymn #### - Title)

We will have our ritual of Joys & Sorrows.

The blue bowl up here represents the embrace of this community,

and these glass stones in the basket behind represent the burdens as well as the celebrations.

That you bring with you in your heart this week.

You are invited to come to the bowl, take a stone, and place it in the water,

So we may hold and care for all within our community.

*folks place stones…*

Let the sound of the singing bowl

Carry you into silent meditation, reflection, or reflection

As we collectively embrace all that these stones hold.

///OR///

I now invite you into a shared time and space

Of meditation, prayer, and reflection in silence

even as the sounds of life go on in us and around us.

The bowl will invite you back into this time and space.

*(allow for at least a full minute to go by before singing the bowl or cueing the pianist).*

READING/REFLECTION WA

OFFERING WA

Generosity is a spiritual practice of this congregation. When we offer our time, our talents, and our treasure, we deepen our engagement, and become part of building the beloved community together. As part of our ethic of generosity, we also split our collection plate with a local community organization aligned with our values. This month, the Share the Plate recipient is <insert recipient here>

If you're writing a check, please write “Share” in the memo line to have it included in the share the plate. Otherwise, write “Pledge” or leave it blank to have it counted as your pledge.

The offering will now be given and gratefully received.

*WA/leader hands plates to ushers, who pass them around the sanctuary during offertory music.*

For the work of the congregation, and the work of <recipient org>, we dedicate our efforts and our offerings.

Thank you for your generosity.

OFFERTORY  Musician

READING /REFLECTION WA

SERMON Leader

\*CLOSING HYMN

\*BENEDICTION Leader

\*CHALICE EXTINGUISHING

Please join hands for our words to extinguish the chalice:

As we go forth,

May we carry the flame of peace and love,

Until we meet again. Blessed be.

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