

Fire and Water Tending

Before the service

- ☐ Check the water bowl. Empty, clean, and refill it as necessary.
- ☐ Make sure there are matches.
- ☐ Find someone to light the chalice — or feel free to do it yourself! It's great to ask kids — practice with them (and their parents, as necessary) ahead of time.

At 10:44

- ☐ Ring the small bells around the building to signal the start of the service

During the chalice lighting

- ☐ Come up to the chalice when the reader comes to the pulpit
- ☐ Stand next to the chalice facing the congregation, angled slightly so you can see the reader
- ☐ Watch and listen to them while they read
- ☐ When they finish, light the chalice

At the end of the service

- ☐ During the final hymn, come to the front of the room and stand next to the chalice with the snuffer
- ☐ The speaker will move to the back of the room and will be on camera. Watch the speaker (live, not their image on the wall) during their closing words.
- ☐ When they finish, extinguish the flame.

Shared Ministry at UUFM

Worship Volunteer Instructions

How to Convene

Before Sunday

- ☐ **Fill in and adjust the script** for the week's service.
 - The script is for communication with the Lead Tech and the Office and Communications Coordinator.
 - All readings and other outside material should have proper attribution in the lefthand column. You may also include links if you want people to have access to your sources.
 - Consult the Sunday Service Sketch while updating the script. Please email the Office and Communications Coordinator about any significant changes to the service description so that they can advertise accurately and update the service webpage.
- ☐ **Write Welcoming Words** into the script.
- ☐ **Finalize Order of Service** in the left hand column of the script. (Deadline Friday noon)
- ☐ **Communicate with Lead Tech about special tech needs.** If there are slides, create them, put them in the slides and recordings folder, and link them in the script. (Deadline Saturday noon)
- ☐ **Finalize the script.** Take over Chalice Lighting if no Board member has signed up, and adjust any other elements to make sure everything is covered. The Office and Communications Coordinator will print it and put it in the binder on Sunday morning.
- ☐ **Prepare special elements** as needed

Note: You can *always* ask for help with any of these items. Before Sunday, email worship@uufm.net or office@uufm.net. On Sunday morning, grab someone and ask for their help.

Sunday morning before the service

- ☐ Turn on the air filters at the front of the room and near the sound booth
- ☐ Open the blinds
- ☐ Set up binder (stowed under the pulpit) with printed script
- ☐ Greet any speakers and help them get comfortable
- ☐ Check in with the Fire and Water Tender. They're responsible for cleaning the water bowl, lighting and extinguishing the chalice, and ringing the bells to signal the start of the service.
- ☐ Ensure a sound check is done with speakers and the Zoom Host before the service. Ensure people know the proper mic position.

During the service

- ☐ Sit facing the congregation. This way you can see what's going on and troubleshoot.
- ☐ Follow the script and help other participants stay on track.
- ☐ Keep an eye out for sound issues. If the microphone isn't working in the sanctuary, people on Zoom can't hear anything.

After the service

- ☐ Close the blinds, especially when it is extremely hot or cold weather.
- ☐ Turn off the air filters when there are under 10 people in the room. If you need to leave before the room clears out or there is an event in the sanctuary after service ask someone else to turn them off before leaving.
- ☐ Fold the binder and stow it. Put this instruction sheet, the Fire and Water Tender instruction sheet, and the marker for checking boxes on the pulpit for next week.
- ☐ Make sure the Office and Communications Coordinator has the Gratitude Joys and Sorrows papers. Either hand them off if they're in person or photograph them and email them to office@uufm.net and worship@uufm.net.